



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 02-11-021	OPENING DATE: March 20, 2012	CLOSING DATE: April 3, 2012	OPEN TO ALL APPLICANTS
POSITION: Accounting Officer (Financial Statements) JS-510-12	TYPE OF APPOINTMENT: Career Service		Salary Range: \$74,872- \$115,742 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

Promotion potential to Grade 13

BRIEF DESCRIPTION OF DUTIES: Incumbent has responsibility for planning, developing, modifying and implementing administrative and technical functions involved in the classification and recording of financial data in the DC Courts' accounting system, as well as for compiling and/or assisting in the compilation of the Courts' financial statements. Develops and implements accounting and reporting procedures for recording financial transactions, and ensures that all related policies and procedures are in compliance with Federal, state and local government accounting standards. Reviews and maintains accounting data related to the Courts' accounting system(s). Assists with the writing of desk procedures for accounting staff. Prepares monthly financial status reports. Works closely with external auditors to ensure the accurate compilation and presentation of the Courts' financial statements and single audit reports. Performs special reviews and analyses to ensure the integrity of financial data in the accounting systems utilized by the Courts. Uses accounting information to recommend solutions to management problems and in structuring Court programs.

MINIMUM QUALIFICATIONS: A bachelor's degree in accounting, finance, business administration or a related degree, plus four (4) years of relevant experience. **Note:** Must have experience in preparing federal financial statements. Equivalent levels of education or experience may be substituted. A certified public accountant is preferred. Please submit a copy of your most recent performance evaluation with your application. **Documentation of Education** (copy of HS diploma, G.E.D. certificate, or college transcript or degree) **must be submitted with your application or your application will not be considered.**

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. You must complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF), on which you must describe experience, education and/or training that indicates your level of qualification for each factor.

Failure to complete and submit the SAF with your application will disqualify you from further consideration.

1. Knowledge of Federal, state and local government accounting standards, policies, principles and techniques.
2. Ability to collect, analyze, interpret and evaluate financial data in order to solve problems, prepare reports and recommend new accounting policies, procedures or practices.
3. Ability to communicate effectively, orally and in writing, in order to prepare desk procedures.
4. Knowledge, skills, and abilities that will enable the accurate compilation of Federal financial statements, schedules and or reports.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview and/or transcripts of college course work may be required of the highest qualified candidates.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.

Email to jobs@dsc.gov For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

SUPPLEMENTAL APPLICATION FORM

Ranking Factors Response

Accounting Officer: Financial Statements

The following four Ranking Factors will be used to rate your qualifications for the Accounting Officer (Financial Statements) position. For each of the four factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your description of experience, please attach additional sheets of paper.*

1. Knowledge of Federal, state and local government accounting standards, policies, principles and techniques.

A. Experience:

- I have not used this knowledge in a full time position.
- I have used some of this knowledge as part of a team/unit.
- I have used this knowledge moderately in a full time position, with monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this knowledge more than 50 percent of the time while on duty. Because of my level of knowledge, my peers consult with me on a regular basis.

Provide a brief description of your experience utilizing this knowledge in each of the areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

2. Ability to collect, analyze, interpret and evaluate financial data in order to solve problems, prepare reports and recommend new accounting policies, procedures or practices.

A. Experience:

- I have not used this ability in a full-time position.
- I have used some of this ability as part of a team/unit.
- I have used most of this ability extensively in a full time position with monitoring by a supervisor when necessary.
- I have a high level of ability and extensive expertise in utilizing this ability. I use this ability independently as a regular part of my duties.

Provide a brief description of your experience utilizing this knowledge in each of the areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

3. Ability to communicate effectively, orally and in writing, in order to prepare desk procedures.

A. Experience:

- I have not used this ability in a full-time position.
- I have used some of this ability as part of a team/unit.
- I have used most of this ability moderately in a full time position with monitoring by a supervisor when necessary.
- I have a high level of ability and extensive expertise in utilizing this ability. I use this ability as a regular part of my duties where I am responsible for writing reports and preparing desk procedures.

Provide a brief description of your experience utilizing this knowledge in each of the areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

4. Knowledge, skills, and abilities that will enable the accurate compilation of Federal financial statements, schedules and or reports.

A. Experience:

- I have not used this knowledge and ability in a full-time position.
- I have used some of this knowledge and ability as part of a team/unit.
- I have used most of this knowledge and ability moderately in a full time position with monitoring by a supervisor when necessary.
- I have a high level of knowledge and ability and extensive expertise in utilizing this knowledge and ability. I use this knowledge and ability regularly to fulfill my duties, and compile accurate Federal financial statements, schedules and or reports.

Provide a brief description of your experience utilizing this knowledge in each of the areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.