



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER:	OPENING DATE: May 14, 2012	CLOSING DATE: May 28, 2012	OPEN TO ALL APPLICANTS
POSITION: Reconciliation Specialist JS 510-7	TYPE OF APPOINTMENT: Career Service		SALARY: \$42,209-\$54,875
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

Promotional Potential to JS 12

BRIEF DESCRIPTION OF DUTIES: Reconciles United States Standard General Ledger (USSGL) accounts to ensure accuracy and completeness of the Courts' trial balance. Analyzes transactions to identify adjustments needed to reconcile accounts and prepare journal vouchers to correct variances. Carries out the day-to-day processes and procedures for reconciliation related to the Courts operations, tracking and control of funds. Performs special reviews and analyses to ensure the integrity of the general ledger system, as it relates to the Courts' reconciliation policies and procedures; Reviews and reconciles subsidiary accounts to provide accountability and control by sub-account, type of bank account or transaction. Responsible for reconciliations in both the Courts' financial systems of record for both case related and non-case related transactions. Ensures that all funds maintained in a fiduciary capacity by the Courts are properly and timely reconciled in accordance with Court policies and Generally Accepted Accounting Principles (GAAP). Reconciles data from the fixed asset module to the trial balance to ensure correct accounting treatment of all fixed assets. Performs other duties as assigned that support the compilation of the Courts' financial statements and accompanying reports and schedules.

MINIMUM QUALIFICATIONS: A bachelor's degree in accounting, finance, business administration or a related degree. **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 submit the SAF with your application will disqualify you from further consideration.**

NOTE: YOUR RANKING FACTORS WILL BE DETACHED FROM YOUR APPLICATION AND RATED INDEPENDENTLY. DO NOT REFER TO INFORMATION ON YOUR APPLICATION, AS THE RATERS WILL NOT HAVE ACCESS TO IT. PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME, AS YOUR IDENTIFICATION ON YOUR RANKING FACTORS.

1. Knowledge, skills and ability to interpret laws, regulations, guidelines, policies and apply them to a variety of financial situations that may impact the reconciliation process.
2. Ability to track funds by case and/or by type utilizing financial/banking systems in order to trace discrepancies in the system.
3. Ability to communicate effectively, orally and in writing, in order to facilitate effective and productive meetings, present to, staff and managers, other agencies and vendors with the analysis of findings.
4. Ability to collect and analyze data utilizing accounting systems to prepare reports, schedules and/or reconciliations that support the compilation of financial statements (preferably Federal financial statements).

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

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@dcsc.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 Responses

Reconciliation Specialist

The following four Ranking Factors will be used to rate your qualifications for Reconciliation Specialist. For each of the four factors, check the statement below the factor 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 verification, please attach additional sheets of paper. **THIS FORM MUST ACCOMPANY YOUR OFFICIAL D.C. COURTS APPLICATION.** Failure to provide this document will prevent you from being considered.

1. **Knowledge, skills and ability to interpret laws, regulations, guidelines, policies and apply them to a variety of financial situations that may impact the reconciliation process.**

A. Experience:

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

Provide a brief description of your experience utilizing this knowledge, skill and ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

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

APPLICANT IDENTIFICATION NUMBER: _____
PLEASE NOTE ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME

2. Ability to track funds by case and/or by type utilizing financial/banking systems in order to trace discrepancies in the system.

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 ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

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

APPLICANT IDENTIFICATION NUMBER: _____
PLEASE NOTE 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 facilitate effective and productive meetings, present to, staff and managers, other agencies and vendors with the analysis of findings.

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 or making presentations to managers, peers and the public.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

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

APPLICANT IDENTIFICATION NUMBER: _____
PLEASE NOTE ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME

4. Ability to collect and analyze data utilizing accounting systems to prepare reports, schedules and/or reconciliations that support the compilation of financial statements (preferably Federal financial statements).

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 prepare reports and schedules and reconciliations that support Federal financial statements. Because of my level of ability, my peers consult with me on a regular basis.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

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

APPLICANT IDENTIFICATION NUMBER: _____
PLEASE NOTE ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME