



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 12-08-161A	OPENING DATE: 3/13/2009	CLOSING DATE: Open until filled: First Screening, 4/3/09	OPEN TO ALL APPLICANTS
POSITION: Accounting Officer (Collections) JS-510-12	TYPE OF APPOINTMENT: Career Service	Salary Range: \$73,100 - \$95,026 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 JS-13

Applicants who previously applied under announcement number 09-08-132 are still under consideration and need not re-apply

BRIEF DESCRIPTION OF DUTIES: Incumbent works in the Banking and Finance Branch and has the responsibility for planning, developing, modifying and implementing administrative and technical functions involved in the collection and accounting of Court ordered fines, fees, and other receipts due. Compiles schedules and provides reports on the status of collections and receivables, and otherwise assists in the compilation of the Courts' financial statements. Collaborates with the Courts' operating and support divisions to ensure the appropriate coordination, reporting and enforcement of all collection efforts. Develops and implements accounting and reporting procedures for recording financial transactions, and otherwise ensures that all related policies and procedures are in compliance with Federal, accounting and reporting standards. Works closely with external auditors to ensure the accurate compilation of receivables. Performs special reviews and analyses to ensure the integrity of financial data in the systems of record utilized by the Courts. Uses accounting and other financial related 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. 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.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

1. Knowledge of governmental (preferably Federal) 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. Effective oral and written communication skills that will facilitate the coordination, reporting and enforcement of Court ordered amounts with the Courts' operating and support divisions.
4. Knowledge, skills, and abilities that will enable the accurate compilation of required Federal financial statements, schedules and/ or reports.
5. Knowledge of effective collection techniques and practices (preferably in a Court or government setting) including experience in developing and managing a collection and/or financial enforcement program.

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 Court Application and Ranking Factors :

Mail to D.C. Superior Court, 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, DC

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.