



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 12-08-161	OPENING DATE: 3/11/2009	CLOSING DATE: Open Until Filled: First Screening , 4/ 2/2009	OPEN TO ALL APPLICANTS
POSITION: Accounting Officer JS-510-12 (Financial Statements)	TYPE OF APPOINTMENT: Career Service		Salary Range: \$73,100 - \$113,007 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 are still under consideration and need not re-apply**

**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.

**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 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. Effective oral and written communication skills as it relates to the preparation of 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 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 (7<sup>th</sup> Street, NW between H & F Streets),  
Sixth Floor, Washington, DC

For a Court Application, call (202)879-0496, Fax (202) 879-4212 or visit our website at [www.dccourts.gov](http://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.