



U.S. Senate Sergeant at Arms **Human Resources**

Vacancy Announcement

POSITION:

Chief Financial Officer

DEPARTMENT:

Financial Management

REQUIREMENTS:

See attached Position Description

SALARY RANGE:

\$131,094 - \$169,459

CONTACT:

U.S. Senate Sergeant at Arms, Human Resources
Senate Hart Building SH-142
Washington, DC 20510
Phone: (202) 224-2889
Fax: (202) 228-2965
Email: resumes@saa.senate.gov

POSTING DATE:

Thursday, July 20, 2017

**DEADLINE FOR
APPLICATIONS:**

Thursday, August 03, 2017

All applicants must submit a U.S. Senate Sergeant at Arms Application for Employment with a cover letter and current resume to the Human Resources Department.

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.



CHIEF FINANCIAL OFFICER

NATURE OF WORK

This is highly responsible executive level managerial work representing the Sergeant at Arms and directing the activities of the financial professionals involving accounting, budgeting and contracting. The Chief Financial Officer works with the Sergeant at Arms and Assistant Sergeants at Arms on a wide variety of budget, appropriation and procurement issues. Work involves planning, organization and coordinating the development and implementation of financial and procurement policies, procedures and actions. Work is performed with wide latitude under the general direction of the Sergeant at Arms.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities, which may be redefined pursuant to operational needs.)

- Plans, organizes, and directs the development, justification and presentation of the SAA budget request.
- Resolves complex financial issues; approves proposed solutions to financial accounting, budget or procurement matters.
- Establishes policy and justification requirements for budget requests and financial plans.
- Develops and implements financial accounting and procurement policies and procedures.
- Establishes and maintains an obligation-based financial management system for appropriated funds.
- Establishes and maintains GAAP-based financial reporting systems for appropriated funds and revolving funds.
- Reviews financial aspects of initiatives to determine overall costs and benefits and evaluates non-financial advantages and disadvantages as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in accounting, finance or a closely related field, and eight to ten years of senior-level executive financial management experience; or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills:

- Knowledge of sound financial management principles, practices and procedures, including generally accepted accounting practices (GAAP).



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Knowledge of federal financial management practices and procedures.
- Knowledge of federal procurement rules, regulations and practices.
- Knowledge of effective management practices and processes.
- Ability to organize and coordinate resources to achieve organizational goals and objectives.
- Ability to support executive staff in implementation and execution of their operational plans.
- Ability to establish and maintain proper policies, guidelines and procedures for effective budget administration, financial reporting and financial management systems.
- Ability to plan, organize, coordinate, assign, direct and evaluate the work of managerial, professional, technical and administrative staff.
- Ability to establish and maintain effective working relationships with colleagues, employees, Senate and committee staff as well as contractors and other entities with which the Sergeant at Arms does business.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Certified Public Accountant.