



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 04-12-033E	OPENING DATE: 9/24/12	CLOSING DATE: 10/9/12	OPEN TO ALL APPLICANTS
POSITION: Accountant (Accounts Receivable) JS-510-7	TYPE OF APPOINTMENT: Career Service		Salary Range: \$42,209 - \$81,204 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

**Applicants who previously applied under this announcement number are still under consideration and need not reapply.**

**Promotion potential to JS-11**

**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. **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 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 as well as compiling of required Federal financial statements, schedules and or/reports.
3. Ability to communicate effectively to facilitate the coordination, reporting and enforcement of Court ordered amounts with the Courts' operating and support divisions.
4. 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 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](mailto:jobs@dcsc.gov).** For a court application, call (202) 879-0496 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.

# SUPPLEMENTAL APPLICATION FORM

## Ranking Factors Responses

### Accountant (Accounts Receivable)

The following four Ranking Factors will be used to rate your qualifications for Accountant. 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 of governmental (preferably Federal) accounting standards, policies, principles and techniques.**

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).

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

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**APPLICANT IDENTIFICATION NUMBER:** \_\_\_\_\_  
**PLEASE NOTE 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 as well as compiling of required Federal financial statements, schedules and or/reports.**

**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).**

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

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**APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_**  
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**3. Ability to communicate effectively to facilitate the coordination, reporting and enforcement of Court ordered amounts with the Courts' operating and support divisions.**

**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).

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

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**APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_**  
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**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).**

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

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**APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_**  
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