



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER 04-12-030	OPENING DATE: 11-8-12	CLOSING DATE: 11-29-12	OPEN TO ALL APPLICANTS
POSITION: Accounting Technician JS-525-07	TYPE OF APPOINTMENT: Career Service		SALARY: \$42,209 - \$54,875 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

This is a career ladder position and has promotion potential to grade JS-09.

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for maintaining and reconciling receipts, accounts and/or ledgers for funds received and/or collected by the Courts, as well as for those funds that are due to be received by the Courts. Performs special reviews and analyses to ensure the integrity of the general ledger and/or account balances and receipting of funds, as well as accounting for receivables, and safeguarding and controlling of all funds collected, including escrows deposited with the D.C. Courts. Reviews daily receipt reconciliations submitted by the Divisions; makes adjustments necessary to ensure that the system is in balance. Reviews are performed by using the Court's case management system and financial system of record (CourtView and Sage MIP accounting software). Compiles and prepares financial data into required financial reports from the daily reports received from the various operating divisions that perform receipting and collections functions. Verifies financial documents for completeness, accuracy, and proper classification. Assists in and ensures the accurate preparation and transfer (currently to the bank via armored car service and electronic deposits) of daily bank deposits. Maintains detailed records of accounts receivables. Flags individual bad checks in the Courts case management system and updates the financial system. Prepares and mails out invoices to clients. Assists in maintaining detailed records of escrow accounts. Ensures the accuracy of financial data imported from CourtView into the Courts' financial system of record (Sage MIP). Assists with cashier functions and assumes cashier responsibilities as needed. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: A high school diploma plus three (3) years of experience in an accounting related field. **Documentation of Education** (copy of HS diploma, G.E.D. certificate, or college transcript or degree, if applicable) **must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

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 complete and submit the SAF with your application will disqualify you from further consideration.**

1. Knowledge of general fund accounting methods, procedures and techniques used in maintaining and analyzing all classes of accounts encompassing a variety of activities.
2. Ability to trace discrepancies in individual funds and post entries to accounts as appropriate, in order to modify existing obligations or amend improper postings.
3. Knowledge of procurement documents, accounting symbol codes, account structures, and procedures for setting up and liquidating obligations.

SELECTION PROCESS: All candidates will take a computerized test in basic math and accounting. After a review of applications and ranking factor responses, an oral interview 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.
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 Response

ACCOUNTING TECHNICIAN JS-525-7

The following three Ranking Factors will be used to rate your qualifications for the Accounting Technician position. For each of the three factors, check the statement below 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 description of experience, 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 general fund accounting methods, procedures and techniques used in maintaining and analyzing all classes of accounts encompassing a variety of activities.

A. Experience:

- I have not used this knowledge in a full-time position.
- I have used some of this knowledge as part of a team/unit.
- I have used most of this knowledge extensively in a full time position with monitoring by a supervisor when necessary.
- I have a high level of knowledge 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 PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

2. Ability to trace discrepancies in individual funds and post entries to accounts as appropriate, in order to modify existing obligations or amend improper postings.

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 high level 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 PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

3. Knowledge of procurement documents, accounting symbol codes, account structures, and procedures for setting up and liquidating obligations.

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 high level 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:

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