



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20240207	POSITION: Accountant III
OPENING DATE: April 9, 2024	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	ENTIRE RANGE: \$94,122 - \$150,304 DOQ (Grade 09)
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Career Service Probationary to Regular
<u>This position is NOT in a collective bargaining unit.</u>	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE DISTRICT OF COLUMBIA RETIREMENT BOARD

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Accountant III processes and reconciles financial, investment, and budgetary accounting transactions for the Agency. The individual gathers, prepares, reviews, and records financial transactions in DCRB's general ledger.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Duties that occupy a major portion of time and importance of the job)*

- Performs monthly, quarterly and annual accounting activities, including reconciliations of major balance sheet accounts, including cash, receivables and payables .
- Ensures all transactions are appropriately recorded in general ledger with supporting documentation.
- Prepares regular and special financial reports in accordance with procedures, regulations and standards.
- Under the direction of the Controller, works to improve systems and procedures and initiates corrective action.
- Reconciles financial discrepancies as they arise, after determining the causes for the same.
- Provides accounting support for investment activities.
- Other duties as assigned.

FUNCTIONAL COMPETENCIES

- Knowledge of computerized information systems used in financial and/or accounting applications.
- Experience with Microsoft Dynamics GP and Workplace is strongly preferred.
- Proficient computer skills using MS Office, accounting software, and excel databases.

- Demonstrated analytical and problem-solving abilities.
- Ability to analyze and interpret accounting and financial data, and prepare financial reports in accordance with generally accepted accounting principles (GAAP) and standards.
- Additional experience in pension and investment accounting is preferred.
- Enterprise Resource Planning (ERP) system experience and knowledge are preferred.
- Financial system implementation/migration experience is preferred.
- Demonstrated ability to work effectively with both accounting and non-accounting personnel.
- Strong and effective communicator, both written and verbal, with excellent interpersonal skills.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's degree in accounting.
- Certified Public Accountant (CPA) certification preferred.

JOB EXPERIENCE (YEARS & TYPE)

- Minimum eight (8) years of accounting experience.
- Governmental Accounting experience is preferred.
- Extensive knowledge of US General Accepted Accounting Principles (US GAAP).

This job description describes the general nature and level of work being performed by the individual(s) assigned to this position. It is not intended to be an exhaustive list of all tasks, duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORKING CONDITIONS

- Normal office environment.

COMPENSATION LEVEL: DCRB Grade 09

RESIDENCY REQUIREMENT:

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EQUAL EMPLOYMENT OPPORTUNITY

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed District of Columbia Employment Application (DC2000), letter of interest discussing eligibility and qualifications, and resume. The DC2000 is available as a fillable file document on the “Working at DCRB” page on DCRB’s website. You may view the page here: <http://dcrb.dc.gov/service/working-dcrb>

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Via Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

DRUG-FREE WORKPLACE ACT OF 1988: “PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE.”



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

