



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20240614	<b>POSITION:</b> Accounts Payable Technician
<b>OPENING DATE:</b> June 14, 2024	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m. Monday - Friday	<b>ENTIRE RANGE:</b> \$54,812 -- \$87,529 DOQ (Grade 5)
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Career Service <i>Probationary to Regular</i>
This position is <b>NOT</b> in a collective bargaining unit.	

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

**ABOUT THE DISTRICT OF COLUMBIA RETIREMENT BOARD:** The District of Columbia Retirement Board (DCRB) 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 Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

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**POSITION SUMMARY**

Processes and reconciles financial, investments, and budgetary accounting transactions for the Agency. Gathers, prepares, reviews, and records financial transactions in the DCRB financial system.

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

- Prepares vouchers for payment to contractors and billing entities.
- Serves as a point-of-contact to departments to discuss and resolve financial discrepancies.
- Enters invoices into the tracking log and DCRB financial system.
- Reviews accounts payable transactions and prepares reports, noting corrective entries required to reconcile accounts.
- Maintains and updates accounts payable files and records.
- Provides support to the year-end closing process.
- Makes recommendations on more efficient administrative processes, and ways to reduce errors and processing delays.
- Prepares and records incoming checks and money orders for deposit.
- Submits Benefits department refund requests in the Passport system for supervisor approval.

- Reviews travel expense reports and Trustee timesheets for reimbursement.
- Reviews outstanding check reports monthly, and communicates findings to Benefit department for remediation.
- Performs other duties as assigned.

## **FUNCTIONAL COMPETENCIES**

- Attention to detail and the ability to prioritize workload.
- Computer skills using Microsoft Office products.

## **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- A Bachelor's degree **or** two (2) years of general work experience performing duties related to providing financial-related, administrative tasks and/or support.

## **JOB EXPERIENCE (YEARS & TYPE)**

- Two (2) years of general work experience performing duties related to providing financial-related, administrative tasks and/or support.
- Experience with financial proprietary software is strongly preferred.

*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

**RANKING FACTORS:** NONE

## **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.

**HOW TO APPLY:** Applicants must submit a completed District of Columbia Employment Application (DC2000), letter of interest summarizing 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>

Applicants claiming Veterans Preference must submit official proof with application.

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 e-mail to: [dcrb.vacancies@dc.gov](mailto: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 (DCRB) 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 STATUE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

