



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20231108	POSITION: Chief Financial Officer
OPENING DATE: November 8, 2023	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. Monday - Friday	ENTIRE RANGE: \$160,995 -- \$249,605 DOQ (Grade 12)
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: Management Supervisory Services (MSS)
This position is NOT 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 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

Responsible for the supervision and oversight of the Agency's financial activities, Finance department functions, procurement, and Finance staff. Works closely with the Executive Director to set the tone for management and staff to foster ethical and responsible decision-making, professional and appropriate management, and best-in-class financial governance practices. Responsible for financial reporting, developing the financial plans, and identifying the Agency's financial liability.

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

- Provides operational oversight and direction regarding financial management, in accordance with the established goals, objectives, and policies of the Agency. Manages all accounting transactions that can affect the assets of the plan, including (but not limited to) the reconciliation between the U.S. Department of the Treasury and DCRB regarding benefit payments and liabilities.
- Provides the financial leadership necessary to maintain the Agency's accounting records and financial statements, in accordance with accounting principles generally accepted in the United States of America. Stays current on FASB, GASB, and regulatory issues and requirements, to ensure that DCRB adheres to all relevant accounting requirements. Coordinates with the Agency's auditors to produce audited financial statements on a timely basis.
- Leads budget team in preparing and reviewing DCRB's Operating Budget for review and approval by Executive Director and the Board of Trustees

- Forecasts the Agency's cash flows and coordinates with the Chief Investment Officer to manage the liquidity and availability of cash for operational needs.
- Coordinates the financial systems with the technology requirements and infrastructure of the Agency. Interfaces with the U.S. Department of the Treasury and the District of Columbia government on Human Resource Information Systems (HRIS), to ensure compatibility of software and compliance with security protocols. Provides process and systems support where needed.
- Functions as the liaison with the DCRB's actuary to determine that the appropriate contributions to the plans are made by the District government; identify emerging trends in Fund costs; and ensure that the disclosures in the actuarial valuations are compliant with GASB requirements.
- Oversees the preparation and delivery of the Agency's Annual Comprehensive Financial Report.
- Serves as advisor to the Executive Director, senior management, and Audit Committee of the Board on financial matters, policies, and processes.
- Directs Finance department staff in all matters of finance and accounting including financial reporting, internal financial control, regulations, and administrative procedures.
- Oversees DCRB's procurement function, and ensures adherence to procurement rules, policies, and procedures; works with department heads to ensure appropriate acquisition-planning pursuant to annual budget allocations.
- Ensures compliance with all applicable laws and recognized standards, as they pertain to all financial, accounting, budget, and procurement matters of DCRB.
- Works with the Director of Finance to formulate, prepare, and administer the DCRB Operating Budget.
- Reviews Finance staff's recommendations on various projects, and participates with management in implementation of projects and processes.
- Develops the assumptions, procedures, and formats for preparing budget requests.
- Supports the Executive Director in the passage of the DCRB budget through the District Council.
- Maintains liaison with District central agencies and the U.S. Treasury on matters with substantial fiscal impact on DCRB.
- Maintains liaison with the District central agencies on budgetary and related fiscal policy matters.
- Supervises direct-reporting staff, including selecting or recommending training; providing assignments; providing coaching; and providing annual performance evaluations.

FUNCTIONAL COMPETENCIES

- Strong knowledge of GAAP (FASB and GASB), and the accounting regulatory environment.
- Knowledge of computerized information systems used in financial operations, and able to learn new systems rapidly.
- Skilled in examining operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to analyze and interpret financial data and prepare financial reports in accordance with DCRB, and industry standards.
- Ability to evaluate and implement sound financial and operational internal controls.
- Procurement Process and Policy implementation

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's degree in Accounting, Finance, Business Administration or related field.
- CPA certification (or equivalent) and/or MBA, MS or MA in Finance and Accounting/Management required.

JOB EXPERIENCE (YEARS & TYPE)

- Ten (10) years or more of public accounting/controls/budget management experience.
- Ten(10) or more years of progressive experience in financial management or leadership, with the responsibility for accounting and budgeting, and with experience interacting with multiple governmental agencies. Public pension plan experience preferred.
- Experienced in the oversight of major systems-development and implementation.

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 12

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.

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>

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

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

