



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

ANNOUNCEMENT NO: 20170928	POSITION: CONTROLLER
OPENING DATE: October 2, 2017	CLOSING DATE: November 30, 2017
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$126,324 -- \$157,905 DOQ (Grade 11) (Career Service) Entire Range: \$126,324 -- \$195,171
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: Probationary to Regular
This position is NOT in a collective bargaining unit.	

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

ABOUT THE D.C. 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 D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

POSITION SUMMARY

The Controller collaborates closely with the Chief Financial Officer (CFO) in administering the financial affairs and accounting operations of DCRB. This position manages the day-to-day accounting operations, supervises a small accounting staff, and reports directly to the CFO.

PRIMARY RESPONSIBILITIES

As part of the core responsibilities, the Controller will:

- Ensure the accurate and timely processing of accounts payable, purchase orders, petty cash, expense reports, and cash control, as well as ensure compliance with payroll processing.
- Ensure the accurate and timely management of all accounts receivable aging components;
- Ensure DCRB is in full compliance with GAAP, GASB, and DCRB's accounting practices and procedures in the day-to-day operations and in the preparation of the audited financial statements;
- Monitor and maintain the integrity of the internal control environment, which includes correcting deficiencies and implementing suggested improvements;
- Manage the annual audit process and the relationship with external auditors; assist with internal audits of DCRB departments and report results to the CFO and Executive Director;
- Manage the process to disburse lump-sum refund distribution payments to DCRB Members, which includes properly tracking, recording and booking the transactions;
- Manage the process to properly record and book cash distributions, wire transfers, and investment manager fee payments;

- Respond to the CFO with accurate and timely work to facilitate the agency's financial needs and enhance fiscal integrity; and
- Participate in a wide variety of special projects and compile a variety of special reports, as requested.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate will have:

- Knowledge of accounting systems and workflow processing systems used in financial and/or accounting applications (DCRB currently uses Dynamics GP for the general ledger, Management Reporter as one of the reporting tools, and Paramount Workplace for the workflow processing system for requisitions and purchase orders);
- Thorough knowledge of, and the ability to apply, generally accepted accounting principles and GASB pension standards.
- The ability to analyze and interpret financial data and prepare financial reports in accordance with DCRB standards and best practices;
- The ability to make decisions and operate independently with respect to complex issues and business requirements that have a high degree of exposure;
- Operational leadership and management skills, and good judgment;
- Strong interpersonal skills, with the ability to work effectively in a team environment, and across a wide range of constituencies;
- Competence in managing multiple projects simultaneously with a strong results/goal orientation;
- Proven skills in organizing resources, managing projects, and establishing priorities;
- The ability to resolve problems in a timely manner;
- Excellent communication skills, including the ability to speak and write clearly and succinctly in a variety of communication settings and styles;
- Strong analytical skills, with the ability to apply rigorous logic and methods to solve difficult problems with effective solutions;
- Strong organizing skills, with the ability to prioritize and plan work activities, use time efficiently, and develop realistic action plans.

REQUIREMENTS

- CPA in public accounting or Bachelor's degree in Accounting – Required
- Experience in accounting for institutional investment portfolios – Preferred
- Familiarity with actuarial principles and practices applicable to public pension plans – Preferred
- Five years hands-on accounting managerial experience
- A minimum of five (5) years of supervisory experience
- Proficient knowledge of Microsoft Excel

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

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:

Submit application materials to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or email materials 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 WORK PLACE 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

