DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20250919	**POSITION**: Controller
OPENING DATE: September 19, 2025	**CLOSING DATE:** Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. Monday - Friday	**ENTIRE RANGE:** $144,505 -- $230,760 DOQ (Grade 11)
LOCATION: 900 7th Street, NW, 2nd 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 D.C. RETIREMENT BOARD

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our missionis 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 Controller reports directly to DCRB's Chief Financial Officer (CFO), providing support to the CFO and the Finance department across a spectrum of financial and accounting programs, initiatives, and functions. The Controller is expected to lead with high standards—positively motivating others, while making critical financial decisions. The Controller must have experience managing and overseeing accounting staff, and providing guidance to the CFO and senior management on all accounting related matters. Key responsibilities include planning and directing all accounting operational functions; handling the accumulation and consolidation of financial data for internal and external financial statements; evaluating accounting and internal control systems; and supervising DCRB accounting staff. The Controller also has primary responsibility for maintaining the Agency's overall accounting systems; updating procedures and policies (as needed); producing financial reports; and properly maintaining accounting records. In this role, it will be critical for the candidate to lead with integrity and reliability, and have the ability to manage self and others with urgency, practicality, and accountability.

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

- Oversee daily and monthly accounting operations, including the preparation of journal entries, account reconciliations, financial statements, and other financial reports.
- Coordinate internal and external audits, providing necessary documentation and explanations to auditors.
- 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.
- 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.
- Ensure a strong control environment by establishing and maintaining financial policies, procedures, controls, and reporting systems.
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.

- Prepare recurring and special reports, as required or requested by the CFO, Deputy CFO, Executive Director, Board of Trustees, and federal and District agencies.
- Provide training and developmental opportunities for staff.
- Perform other duties as assigned.

FUNCTIONAL COMPETENCIES

- Knowledge of accounting systems and workflow processing systems used in financial and/or accounting applications.
- Thorough knowledge of, and ability to apply, generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) pension standards.
- Ability to analyze and interpret financial data and prepare financial reports in accordance with DCRB standards and best practices.
- Ability to understand complex financial data and actuarial reports.
- Strong written and verbal communication skills, and ability to listen to the needs of senior staff, the Executive Director, and the Board of Trustees.
- Ability to adhere to critical deadlines, as well as produce accurate financial reports and forecasts.
- Proven ability to execute responsibilities with integrity and attention to detail.
- Understanding of District government policies, procedures, and politics.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's degree in accounting, business administration, finance, or related field.
- Certified Public Accountant (CPA).

JOB EXPERIENCE (Years & Type)

- A minimum of 10 years of progressive accounting experience, including a management or executive-level position with the responsibility of overseeing a multi-person accounting department.
- Experience working with public officials regarding the financial implications of any policies and procedures.
- Progressive experience performing related duties and responsibilities, such as planning, supervising, and providing authoritative advice on all matters regarding accounting and financial management.
- Additional experience that will be considered includes prior decision-making and investment/financial responsibility in a similarly complex organization.
- Previous experience managing and reporting the financial aspects of an employee pension plan, including accounting for plan assets and pension benefits, is preferred.

WORKING CONDITIONS

- Normal office environment.

COMPENSATION LEVEL: DCRB Grade 11

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.

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 employerwill 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 DC2000 Employment Application form, letter ofinterest discussing eligibility and qualifications, and resume. The DC2000 Employment Application 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 positionmust 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.

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