



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

<b>ANNOUNCEMENT NO:</b> 20150720	<b>POSITION:</b> Senior Financial Management and Budget Analyst
<b>OPENING DATE:</b> July 20, 2015	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday – Friday	<b>STARTING RANGE:</b> \$74,800 -- \$93,500 DOQ (Grade 9) (Career Service) <b>Entire Range:</b> \$74,800-- \$115,566
<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> Probationary to Regular
This position is <b>NOT</b> 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 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.

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**POSITION SUMMARY:**

The Senior Financial Management & Budget Analyst reports directly to DCRB's Chief Financial Officer (CFO). In this capacity, the Senior Financial Management & Budget Analyst assists with the accounting and financial affairs of DCRB, by analyzing accounting transactions and methodologies; coordinating the development of the department's budget; preparing financial analyses; providing internal-control analysis (especially with regards to new systems); developing and reconciling annual budgets; and recommending improvements in the agency's and Finance Department's financial procedures.

**PRIMARY RESPONSIBILITIES:**

1. Prepares periodic, internal financial statements for the CFO, DCRB Senior Management team, the Board of Trustees, and for year-end review by the independent auditors.
2. Works with the CFO to formulate the agency budget and oversees DCRB's budget-execution throughout the fiscal year by monitoring and reviewing annual and long-term budgets for various divisions, taking into account performance, previous expenditures, and estimated expenses and revenues.
3. Analyzes, provides information, and assists program managers in budget preparation, implementation, and control; monitor organizational spending to ensure that it is within budget; inform program managers of the status and availability of funds.
4. Works with DCRB Finance staff in the analysis and review of financial and accounting work and output. Makes recommendations for improvements.
5. Assists in the monthly financial closing process by reviewing balance sheet reconciliations and preparing monthly financial analyses.

6. Develops DCRB budgetary controls and works with the CFO to provide quarterly analyses to the Department Heads, Chief Financial Officer, and Executive Director.
7. Annually analyzes annuitant data and current Active employee data provided by Treasury (ODCP) and Office of Financial Operations and System (OFOS) annually, in the context of assisting in the preparation of the Memorandum of Understanding with the federal government.
8. Analyzes, and assists with, the periodic DC Office of the Chief Financial Officer (OCFO) payments, and periodic Treasury (ODCP) invoices and payments.
9. Co-leads the coordination and preparation of agency documentation for the annual Performance and Budget oversight hearings before District Council. This includes providing budget and financial analysis, and generating the spreadsheets and supporting documentation necessary to support staff testimonies and respond to Council questions received in advance. Assists in hearing and testimony preparation, and post-hearing follow-up, where needed.
10. Assists in a wide variety of special projects and produces a variety of special reports in compliance with instructions, procedures, regulations and legislation, as assigned by the CFO.
11. Co-leads the design and development of DCRB's Comprehensive Annual Financial Report (CAFR), according to requirement set forth by the District Code. Coordinates with all agency departments and external sources, as necessary (such as the Actuary and independent auditor). Submits the CAFR to the District's Government Finance Officers Association's Financial Awards Program for review.
12. As requested, provides necessary information to the DCRB custodial bank, the department of Treasury, actuaries, the independent accounting firm accountants and auditors.
13. Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of accounting principles, methods, and applications.
- Advanced skills in budget preparation and fiscal management, including the ability to implement sound financial internal controls.
- Advanced knowledge of computerized information systems used in financial and/or accounting applications.
- High proficiency in the ability to use word processing, spreadsheets, and other database software programs.
- Detailed review skills, and demonstrated analytical and problem-solving abilities.
- Ability to make decisions and operate independently on high-exposure, complex issues.
- Ability to develop, plan, and implement short- and long-range goals.
- Operational leadership, with the ability to manage multiple projects, organize resources, and establish priorities.
- Strong interpersonal skills, with a proven ability to effectively interact with a variety of stakeholders and personality styles. Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to coordinate the agency's budget process and fully manage its implementation.
- Ability to prepare accurate, reoccurring financial reports, such as the preparation of the annual audit, the development of DCRB's annual financial report, and quarterly budget summaries.

## BEHAVIORAL COMPETENCIES:

- Analytical - provides quantitative analysis of financial data, and communicates complex/diverse information in a clear and concise manner—both verbally and in written form.
- Problem solving - identifies and resolves problems in a timely manner.
- Oral communication - articulates clearly and persuasively, across a broad array of audiences.
- Process-oriented - coordinates effectively with all stakeholders in improving business processes;
- Quality management - looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment - I displays willingness to make timely decisions that exhibit sound and accurate judgment.
- Planning/organizing - prioritizes and develops action plans for his/her work activities, in an effective and timely manner.
- Continuous improvement – brings a framework of thinking that processes and work-flows can be continually enhanced/improved for greater effectiveness.

## QUALIFICATIONS:

- Bachelor's degree in accounting or business administration (or a related field) from an accredited college or university;
- Minimum of seven (7) to ten (10) years of professional-level, financial management and governmental budgeting experience; or
- An approved combination of education, public sector pension experience, and training that exhibits the ability to perform well in the position is required.
- Proficient knowledge of Microsoft Excel required.
- Knowledge of Dynamics GP preferred.
- Any experience related to data analysis is a plus (data rules and requirements, performing data analysis on a data warehouse and/or source systems, and implementation experience in a large-scale, multi-user environment).

## WORKING CONDITIONS:

- Normal office environment

## COMPENSATION LEVEL: Grade 9

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

## RANKING FACTORS: NONE

## HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application form, letter of interest 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 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:**

<b>Via U.S. Mail to:</b>	<b>HR Director DC Retirement Board 900 7<sup>th</sup> Street NW, 2<sup>nd</sup> floor Washington, DC 20001</b>
<b>Via Fax to:</b>	<b>(202) 343-3302 Attention: HR Director</b>
<b>Via Email to:</b>	<b><a href="mailto:dcrb.vacancies@dc.gov">dcrb.vacancies@dc.gov</a></b>

**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 Public Schools 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**

