

**UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS**  
**625 Indiana Avenue, N.W., Suite 900**  
**Washington, D.C. 20004**  
**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 17-02  
**Issuing Date:** 03/21/17  
**Closing Date:** 04/11/17

**Position:** Staff Accountant

Court Schedule: CS 11/12/13 (equivalent GS 11/12/13, full-time salary range including 2017 Washington-Baltimore Locality Pay is \$66,510 to 123,234).

**Note:** Applicants applying for a 5 or 10 point preference must submit proof of their eligibility, along with their signed application, for the preference to be considered.

**Conditions of Employment:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination

**This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are excepted service. \*All applications must be received by the Court (not merely postmarked) by COB 04/11/17.**

**Area of Consideration:** Nationwide -- *The Court does not pay relocation expenses.*

**Duties and Responsibilities:** The Staff Accountant performs duties in support of the overall financial operation of the Court, to include technical functions associated with the processing of payments and the compilation and maintenance of accounting and financial data. Under the direction of the Financial Manager, performs duties and responsibilities such as the following:

Accounts for monies paid into the Court, including copy fees, filing fees, attorney fees, and refunds to appropriations; ensures timely and accurate deposits into appropriate U.S. Treasury accounts. Maintains and analyzes accounting records consisting of various journals, spreadsheets and other records necessary to properly account for revenues and expenditures of the Court. Receives invoices and verifies authorization; reviews purchase orders against bills and verifies receipt of ordered items. Ensures prompt processing of all bills and invoices. Manages the Court's transit subsidy program to include ordering online each month, verifying receipt of subsidy, completing monthly reconciliation reports, and maintaining in-house subsidy metro cards. Classifies all financial transactions relating to the Court in accordance with standard government accounting which ensures proper assignment of accounting classification, fiscal year, fund, organization, object class codes and submits to Bureau of Public Debt (BPD) for processing/payment. Works closely with the HR Officer to ensure timely biweekly payroll and monthly annuity reconciliation. Verifies fund transfers and monitors on-line payments. Prepares monthly expenditure and account reports. Tracks expenditures and assists in preparing reports on pending obligations and estimates to be used in generating accurate official year-end financial reports. Keeps abreast of significant changes to BPD financial systems and serves as liaison with BPD to implement changes. Makes recommendations for improvements to the financial systems, including new or improved procedures for ensuring accuracy and facilitating the receipt, deposit, and disbursement of monies processed through the Court. Collects and tracks Judicial Conference registration fees. Works closely with the Property and Procurement Administrator (PPA) to ensure

proper approvals and coding for credit card charges. Reconciles back-up credit card transactions. Serves as the back-up to create purchase orders in the absence of the PPA. Responsible for ensuring a favorable Court credit card audit. Responsible for submitting the necessary vendor information for the 1099 annual submission. Reconciles the monthly non-appropriation account. Maintains Court fixed assets to ensure accurate depreciation of assets. Audits the spot award meal card program monthly and maintains report by department. Audits Court pre-tax parking program annually. Performs other related duties.

### **Qualifications Requirements:**

Accounting; or a degree in a related field such as Business Administration, Finance, or Public Administration.

**GS-11- Two year of specialized experience, including at least one year equivalent to work at the GS-9.**

**GS-12- Two years of specialized experience, including at least one year equivalent to work at the GS-11.**

**GS-13 - Two years of specialized experience, including at least one year equivalent to work at the GS-12.**

**Specialized Experience:** Progressively responsible experience in at least one, but preferably two or more, of the functional areas of financial management (*i.e.*, accounting, auditing, financial reporting, managerial reporting, statistical reporting of program results, management analysis, *etc.*) which provided a knowledge of the rules, regulations, terminology, *etc.*, of the area of finance. This experience must have been sufficiently responsible to show clearly the candidate's ability to perform the duties of the position at the grade for which the applicant is being considered.

Experience in the government and private sector preferred. Working knowledge of excel and other systems such as; IPP, Prism and Discoverer is desirable.

**Instructions for Applying:** Applicants may apply by submitting the following :

1. A resume and a completed OF 306 (Declaration for Federal Employment),
2. A copy of the applicant's most recent performance appraisal, and
3. A supplemental written statement which provides a brief description of the applicant's:
  - A. Technical knowledge of financial management, finance, accounting/auditing controls and processes;
  - B. Analytical ability to include development and analysis using spreadsheets; and
  - C. Communication skills in writing.

**Submit your application package to: [employment@uscourts.cavc.gov](mailto:employment@uscourts.cavc.gov) or mail to Ms. Ramona Smalls, U.S. Court of Appeals for Veterans Claims, 625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004 . A copy of the OF 306 is available at [www.uscourts.cavc.gov/documents/of306.pdf](http://www.uscourts.cavc.gov/documents/of306.pdf) or contact Ms. Smalls on 202-501-5988.**

**AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**

**NOTE: SELECTEE WILL BE SUBJECT TO A ONE YEAR PROBATIONARY PERIOD.**

**The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, national origin or disability.**