U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: FINANCIAL POLICY ANALYST

DEPARTMENT: DISBURSING OFFICE

SUMMARY: See Attached Position Classification

SALARY RANGE: **$58,145 - $90,124**

CONTACT:
Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE: **November 21, 2008**

DEADLINE FOR APPLICATIONS:

December 05, 2008 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.

✶ New ✶ E-mail your submission to <u>resumes@sec.senate.gov</u>. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.

FINANCIAL POLICY ANALYST

NATURE OF WORK

This is administrative work providing analytical, technical, and policy support to Senate users of the Senate's financial management system (FMIS). Work includes responding to questions from Senate FMIS users, testing system functionality, resolving technical or policy issues, and training users. Work is bound by Federal, state and Senate rules, regulations and laws, and office policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the supervision of the Deputy, IT and Strategic Planning.

ESSENTIAL FUNCTIONS

Provides operational support to Senate users for FMIS system functions (primarily Web FMIS for Office Managers and Chief Clerks and expense summary report functionality for Senate staff); assists with operational support of FMIS system functions used by other user groups; regularly meets with Office Manager/Chief Clerk user group to discuss user group needs; communicates with all FMIS users to inform them of technical, schedule and policy developments; responds to questions regarding functionality of FMIS; and communicates user group needs, concerns, or requests for system modification to Deputy, Information Technology and Strategic Planning.

Researches, reviews, evaluates and improves FMIS and financial policies and procedures; analyzes effect of proposed policy changes on FMIS; develops and conducts functional acceptance tests to ensure system meets approved requirements; assists in coordinating system implementation and computer software programming support; and makes oral and written presentations on development status, issues and other matters.

Ensures that FMIS functionality supports Senate financial policies; documents policies and procedures and updates internal Disbursing Office policy manuals; and communicates concerns or problems with procedures to Deputy, Information Technology and Strategic Planning.

Conducts formal, hands-on, system training for FMIS users; creates instructional manuals, training materials and content of on-line help function; and maintains the object code classification documentation.

Tests and verifies yearly activities such as report data archive activities and new year rollover; tests office-based and staffer-based functions for technical infrastructure upgrades and disaster recovery; contacts SAA technical staff and/or vendor to report and resolve problems; tracks resolution of problems in FMIS and assists the Deputy for Information Technology and Strategic Planning in setting priorities of problem resolution and requested modifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. May be required to work long hours and some weekends. Work is essentially sedentary with occasional

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walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree, preferably in a quantitative field, such as Business, Finance, Accounting, Information Technology or a related field with three to five years of professional administrative experience; or an equivalent combination of education and experience that provides the following knowledge, abilities and skills:

Knowledge of Federal financial laws, policies and practices.

Knowledge of automated financial management systems.

Ability to identify, analyze, and resolve user problems.

Ability to present difficult concepts in simple terms.

Ability to exercise project management responsibilities.

Ability to work independently with minimum supervision.

Ability to conduct formal, group training.

Ability to maintain confidentiality of data.

Ability to establish and maintain effective working relationships with other Senate entities.

Ability to deal with all levels of staff using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Skill in testing automated systems.

Skill in using MS Office applications.

Knowledge of the Senate as an institution is a plus.

Knowledge of the Senate's automated FMIS and its entry, query and reporting functions is a plus.

Knowledge of the functions, operations, policies and procedures used by the Senate Disbursing Office is a plus.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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