



JD# 03-2020-29
Description: The **Supervisory Accountant** serves as first level supervisor. Planning, directing, and exercising control over nonsupervisory employees for the agency on the below listed activities. In some instances, these activities are coordinated as part of CISA's oversight responsibilities over its accounting shared service provider – Immigration and Customs Enforcement (ICE).

Component Name: **Cyber Security & Infrastructure Security Agency**

Position Title: **Supervisory Accountant-Financial Reporting**

Grade Level: GS-14

Period: 1 Year

Location: Arlington, VA 22209

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position: Competitive Service
 ** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.

Type of Detail: Non-reimbursable

Package Acceptance Period: **Start:** 03/2020 **End:** Until Filled

Description of Responsibilities:

- Preparing monthly, quarterly, and yearly financial statements, reports and records by collecting, analyzing, and summarizing account information.
- Analyzing financial statements and related trial balances which includes investigating abnormal balances and analytics for discrepancies.
- Researching and reconciling all discrepancies, auditing and verifying documents and following internal controls.
- Preparing supports schedules according to monthly deliverables and leads and completes monthly close procedures, Federal Agencies Centralized Trail Balance Systems (FACTS), FACTS I and FACTS II reporting, analyzes expenses ensuring they are appropriately recorded.
- Preparing monthly account reconciliations and assists staff with regularly analyzing financial statements and SF 133s.
- Reporting on variances and assisting with reviewing and approving quarterly deliverables.
- Leading year-end financial statement audit
- Conducting analysis and reconciliation of personal property accounts contained in the financial system as compared to CISA's subsidiary property system (Sunflower Asset Management System)

- Managing accounting systems covering operations and system changes that impact the (USSGL) general ledgers proprietary and budgetary accounts, OMB A-136 Financial Reporting Requirements, OMB A-11 Preparation, Submission and Execution of the Budget, TIER Reporting, FACTS I and II, and the SF 133.
- Actively participating in decision-making sessions advising program managers on regulatory requirements, financial policies, the interpretation of data, the analysis of program operations, monthly reports and systems edits.
- Contributing to the planning, developing, and coordinating financial management improvements necessary to comply with Agency financial legislative regulations, the Federal Managers Financial Integrity Act (FMFIA), the Government Performance and Results Act (GPRA), and Office of Management and Budget (OMB) directives.
- Planning, implementing, and executing internal controls of existing and proposed accounting processes ensuring financial integrity, system integrity, and conformance to federal laws, and agency regulations and practices.
- Documenting business processes and monitoring of internal controls.
- Leading and performing internal control reviews, on-site reviews, and other evaluations of assigned systems and functions to assess area for data: adequacy, safeguards of assets, effectiveness of systems employed, reliability of information, and other compliance with law and regulation.
- Identifying issues, discrepancies, or other problems and implements corrective action including changes in systems, policy, and procedures.
- Developing and implementing major policy guidance, processes changes, and system changes to supplement guidelines from Headquarters/Department OFM, the General Accounting Office (GAO), the Department of Treasury, and OMB for accounting operations. Reviews and interprets regulations, identifying areas requiring changes in policies and procedures and makes necessary changes.
- Administering the financial control program, ensuring financial solvency the preve

Qualifications:

- Mastery of accounting principles and concepts to direct, develop, implement, and coordinate a variety of accounting policies and audit-related activities that impact CISA activities and operations; recommend future program objectives and improvements; develop, implement, analyze, and monitor sophisticated management information systems that focus on long and short-range plans, policies and programs.
- Expert knowledge of accounting theories, concepts, methods, practices, and techniques used in the collection, classification, evaluation and presentation of management and operational data.
- Extensive knowledge of financial management principles, practices and techniques including GAO, OMB department policies, procedures, regulations, accounting and auditing standards, and the development and/or implementation of CISA policies and regulations.
- Knowledge of management issues and programs as they relate to resolving accounting and audit problems/issues in planning, evaluation, control, and resources allocation in CISA operations; and the ability to provide advice on accounting and financial management related issues to various levels of management throughout the organization.
- Interpersonal and administrative skills, sufficient to organize and coordinate thorough, systematic, professional efforts to meet more complex planning needs and unanticipated requirements, and to provide written and oral reports with conclusions, alternatives, and recommendations on accounting and audit matters.

- Ability to plan, organize and direct team/taskforce efforts across organizational lines, including the ability to monitor progress, establish reasonable milestones and objectives, and accomplish mission requirements in a timely manner.

*** **No** Joint Duty Credit Awarded

*** **No** Temporary Promotions

*** Military & Contracted Personnel **Not** Eligible

Security Clearance Required? (Y/N) YES

If Yes, What level is required? **SECRET**

How to Apply:

All applicants must submit the following documents to jointdutyprogramoffice@hq.dhs.gov with “***Detail Opportunity – Supervisory Accountant - Financial Reporting***” in the subject line:

- Submit **Joint Duty Assignment Application- DHS Form 250-02**
- **RESUME** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov
