



Chief Financial Officer

\$120,830.00 - \$143,500.00

Job: EAC-09-02 (Re-opened)

Open Period: Friday, January 30, 2009 to Friday, February 06, 2009

Locations: 1 vacancy - DC - Washington DC Metro Area, all

Job Summary:

The U.S. Election Assistance Commission (EAC) is an independent bipartisan commission established by the Help America Vote Act (HAVA) of 2002. HAVA was enacted to distribute and monitor HAVA funds to states for election administration improvements; to issue, and periodically review and modify, as necessary, voluntary voting system guidelines; to conduct periodic studies of election administration issues; to establish best practices and guidelines on election administration for state and local election officials; to accredit voting system test labs and certify voting equipment; and to provide Congress with a biannual report to assess the impact of the National Voter Registration Act (NVRA), UOCAVA biannually. EAC serves as a National clearinghouse and resource for information with respect to the administration of Federal elections.

For an overview of the diverse responsibilities EAC carries out in regards to election reform, we welcome you to visit our website at <http://www.eac.gov>.

The Chief Financial Officer (CFO) assists the Executive Director in overseeing critical management and core mission activities of the agency. As the chief financial advisor, the CFO provides financial management expertise to related strategic planning, business performance measures, accounting, contracting and budgeting functions. The incumbent ensures consistently excellent financial management practices, effective planning, budgetary and accounting policies and practices, and efficient delivery of financial reporting and other financial services functions. In this leadership role, the CFO must demonstrate an awareness of and sensitivity to the role of the Commission in most effectively conducting its mission.

Key Requirements:

- Resume and supporting documents (See How to Apply).

Major Duties:

- Serves as a senior advisor and member of the Executive Director's policy and management group, participating with other senior EAC management officials in policy development and strategic planning for the Commission, in building broad consensus, and in successfully representing these policies and plans.
- Manages and oversees the delivery of finance, budget, accounting, and related services in assuring the mission of EAC is carried out.
- Establishes and maintains internal controls to prevent waste, fraud, and abuse; develops financial statements that comply with Federal Accounting Standards Advisory Board, Joint Financial Management Improvement Program and Office of Management and Budget requirements for submission to Congress and (OMB); and manages the financial statement audit process.
- Directs the formulation and establishment of strategic long-range and short-range financial and business management planning for the Commission's functions, with the objective of instituting a logical, integrated framework for financial management in support of all policy, planning and programmatic efforts.
- Directs the assessment, development, implementation, maintenance and evaluation of Commission financial management policy systems and operations that are consistent with, and conform to, existing laws, regulations, and approved principles and standards.
- Ensures that procedures and policies focus on enhancing customer service and program performance.
- Ensures compliance with Federal and EAC policy in all phases of program and staff management.

Qualifications:

MINIMUM QUALIFICATIONS: A Bachelor's degree in finance, accounting or business administration, plus six (6) years experience in financial management including at least four (4) years at a management level in a government agency or private organization. An advanced degree in a related field can be substituted for up to two years of required experience. Documentation of education must be submitted with your application. Please submit a copy of your most recent performance evaluation with your application

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge of accounting and financial management principles, theories and practices.
2. Knowledge of and experience with federal financial regulations, and the Office of Management and Budget financial, auditing and budgetary guidelines for federal agencies.
3. Ability to manage multiple, high volume financial and accounting programs; to analyze, interpret and evaluate financial data; and to prepare financial reports/statements, audit reports and other required budgetary documents.
4. Ability to serve as a key management advisor, interacting with executive management and senior staff to assist in the presentation of oral and written budgetary reports before the Office of Management and Budget and the U. S. Congress.
5. Ability to select, train, supervise and manage staff in the performance of budgetary, accounting, finance and audit functions.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board.
More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Under a special program, we may reimburse a part of your Federally insured student loan. Our human resources office can provide additional information on the program.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

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

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for federal service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959 must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

Before entering on duty, you will be required to complete a Confidential Financial Disclosure Report, OGE-450. You will need to provide the information annually.

You will be required to serve a probationary period of 1 year.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Send Application Materials to:

Resumes@eac.gov

OR

U.S. Election Assistance Commission
1225 New York Avenue, NW, Suite 1100
Washington, DC 20005

OR

Fax: 202-566-0010

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Contact Information:

Sheila Banks
Phone: 202-566-3100
Fax: 202-566-0010
Email: sbanks@eac.gov

Or write:

U.S. Election Assistance Commission
1225 New York Avenue. NW
Suite 1100
Washington, DC 20005
United States
Fax: 202-566-0010

What To Expect Next:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.