



VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-14-08T EXTENDED

POSITION: Accountant (Federal Grants)
Financial Management Office

OPENING DATE: July 17, 2014
CLOSING DATE: August 08, 2014

SALARY: WW-0510- 09 (\$52,146 - \$67,787 per annum)
This position may have promotion potential to grade 12.

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified candidates may apply.

DUTIES: This position is located in the Woodrow Wilson International Center for Scholars' (Wilson Center) Financial Management Office (FMO) and will report directly to the Deputy CFO. The primary duties of this position will be:

- Provide timely, accurate and professional financial support regarding accounting policies, procedures, transactions, and project activity to all levels of Wilson Center staff as needed.
- Prepare and enter journal entries to the general journal and all subsidiary ledgers including assembling batch reports with proper supporting documentation for each transaction.
- Assist in preparation of Federal grant proposals when requested by program staff to include help in estimating applicable cost-share.
- Prepare and submit timely federal grant drawdowns/reimbursement requests and required financial reports.
- Prepare a monthly status report of all new and existing Federal grants for the current fiscal year (i.e status report shall include terms of each grant, any grantor approved modifications, Wilson Center responsible staff member, grant-to-date activity, status of drawdowns, status of all required reports including narrative and financial, and analysis of each grant to highlight problems and/or potential concerns with viable suggestions to resolve).
- Maintain a list of Wilson Center staff members associated with Federal grant activity and their current certification of Federal Grant Management training.
- Prepare a quarterly analysis of leave hours used on each Federal grant as a proportion to leave hours used on non-federal source projects broken out by individual and summarized by federal grant project.
- Prepare and assist in negotiating an annual request for a Negotiated Indirect Cost Rate Agreement.
- Write and disseminate financial updates, instructions, policy, procedures and other professional correspondence as needed.

MINIMUM QUALIFICATIONS: At least one year of specialized experience equivalent to the next lower grade is required. Examples of specialized experience include working with federal grants and/or contracts with non-profit organizations including cost principles and audits; banking; analysis and reporting of financial data; and fund accounting.

SELECTIVE FACTORS (required):

1. Experience working with Federal grants, preparing and submitting required Federal grant financial reports, and following Federal grant regulations and related OMB circulars to include OMB A-122, OMB A-110, and OMB A-133.
2. Experience preparing audit workpapers and working with external auditors.
3. Preparing or assisting in the preparation of a NICRA (Negotiated Indirect Cost Rate Agreement).
3. Ability to use spreadsheet software such as MS Excel to track, update and analyze financial data.
4. Ability to prepare, analyze, forecast, and revise accounting and budgetary data.

QUALITY RANKING FACTORS (desirable):

1. Knowledge of various aspects of accounting including Fund Accounting, GAAP, GAAS, FASB.
2. Experience working with Financial Edge and/or other computerized accounting systems.
3. Effective professional communication to include written, oral, and group presentations/training format.

WHERE AND HOW TO APPLY: The Wilson Center does not require a standard application form, but we do require applicants to submit the information listed below. Application materials can be submitted to jobs@wilsoncenter.org or to the address at the end of this announcement. It is very important that you fully address how your work experience and education/training meet both the minimum/specialized experience qualifications and the selective factors. These minimum qualification requirements and/or selective factors identify the knowledge, skills and abilities necessary to be eligible to compete for the position. Quality Ranking

Factors/Ranking Factors are not mandatory but are used to determine the best qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy. Rating of experience will be based only on the information you supply.

JOB INFORMATION: The announcement number, position title, and grade(s) or minimum salary requirements for the job to which you are applying.

PERSONAL INFORMATION: Your full name, mailing address, email address, daytime and evening telephone numbers, salary history, and country of citizenship.

EDUCATION: Colleges and/or universities attended - include name, city, state; majors and type of degree and year(s) received. (A copy of your transcript is not required unless specifically requested.)

WORK EXPERIENCE: Give the following information for your paid and non-paid work experience related to the job to which you are applying: job title, employer's name and address, duties, responsibilities, and accomplishments, supervisor's name and telephone number, starting and ending dates (month and year), hours per week and salary. Please indicate whether or not your current supervisor may be contacted.

OTHER QUALIFICATIONS: Any job-related skills (for example computer, foreign language ability, and/or typing skills), training courses (by title and year), honors, awards, and special accomplishments.

IMPORTANT INFORMATION FOR ALL APPLICANTS

- (1) Applications **must be received** by 11:59pm (Eastern Daylight Time) on the closing date.
- (2) **Failure to address the mandatory qualification requirements and quality ranking factors may result in your not receiving credit for all of your pertinent experience. Applicants are strongly urged to address these factors on a sheet or in a cover letter separate from your resume. If you omit the information requested in this announcement your application may be rated ineligible.**
- (3) Please do not fax your application unless it is specifically requested.
- (4) Travel and Transportation and/or Relocation Expenses are not authorized.
- (5) The use of U.S. government postage paid envelopes is a violation of federal law and will disqualify you from consideration.
- (6) We provide reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- (7) This is not a U.S. civil service position.
- (8) If a vacant position is filled below the full performance level, the selectee may be promoted after meeting time-in-grade without further competition.
- (9) **Please note: All newly appointed employees must serve a one-year initial trial/probationary period.**

Please Note: All Woodrow Wilson International Center for Scholars positions require fingerprinting of employees hired and will include some additional background checks before employment. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability. The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) E-VERIFY electronic employment verification process.

Send application materials electronically to:

jobs@wilsoncenter.org

Or mail to:

Woodrow Wilson International Center for Scholars
Human Resources WC-14-08T
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027