

Job Description

Job Title	Financial Program Analyst		
Job ID	23647		
Date Opened	10/29/2023		
Date Closed	11/12/2023		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	13		
Bargaining Unit	1_2	Compensation Unit 1 & 2	
Minimum Range	\$100,630.000000	Maximum Range	\$129,671.000000
Target Openings	1	Available Openings	1

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General Job Information

INTRODUCTION

This position is located in the District of Columbia Government (District), Department of Insurance, Securities, and Banking (DISB), Office of Financial Empowerment and Education (OFEE). The DISB mission is three-fold: (1) cultivate a regulatory environment that protects consumers and attracts and retains financial services firms to the District of Columbia; (2) empower and educate residents and small businesses on financial matters; (3) provide financing for District of Columbia small businesses.

The OFEE offers educational programs, resources, and services for District of Columbia residents and small business owners. Additionally, OFEE is charged with developing innovative ways to address the wealth gap within the District of Columbia through the creation of programs and initiatives that support residents and businesses to better manage financial situations.

DUTIES AND RESPONSIBILITIES

Works closely with the respective Division manager or designee to identify and solve performance problems and to reengineer processes related to the financial management of the department's local and federal funds. Works closely with the Division's financial and leadership teams to support budget development, procuring services, monitoring expenditures, assessing effectiveness of budget and fiscal controls, anticipating shortfalls, conducting cost-benefit analyses, and making recommendations on proposed policies.

Works closely with the Division manager or appropriate personnel-in-charge to create policies and guidance related to the financial management of federal grants that are aligned with the federal statute and regulations. Analyzes invoice submissions; and tracks expenditures and payment timeliness. Initiates and tracks the creation of purchase orders; processes and tracks payment requests in the agency's Payment Tracking System (PTS) and directs voucher requests.

Qualifications and Education

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Other Significant Facts

Tour of Duty: Monday - Friday; 8:15 am to 4:45 pm

Pay Plan, Series, Grade: CS-0501-13

Promotion Potential: No Known promotion potential

Duration of Appointment: Career Service - Regular Appointment

Collective Bargaining Unit: This position is in a Collective Bargaining Unit (AFSCME 2743), and you may be required to pay an agency service fee through direct payroll deduction.

Position Designation: This position has been deemed Security Sensitive under the guidelines of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.