

Office of Finance and Accounting (OF&A)

Interim Accounting Operations Manager

Detail Announcement

<u>Application Period:</u>	February 12, 2025 – February 20, 2025
<u>Position Title:</u>	Interim Accounting Operations Manager, OF&A Six (6)
<u>Length of Detail:</u>	months
<u>Who May Apply:</u>	Current Smithsonian Employees (IS-13/14 or GS-13/14)
<u>Start of Detail:</u>	March 3, 2025

Work Description:

The Supervisory Financial Specialist (IS-14), with the assistance of the Controller and Deputy Controller, is responsible to oversee financial operations within the Accounting Operations (AO) division of the Office of Finance and Accounting (OF&A). This incumbent is responsible for managing cash management, accounts payable, vendor maintenance, payroll, and financial analysis while ensuring compliance with federal financial regulations.

The incumbent will be an experienced financial professional with a strong background in accounting operations, financial policy development, and compliance oversight. This position requires exceptional leadership skills, the ability to oversee complex financial processes, and a commitment to operational efficiency. The incumbent will perform the following responsibilities.

Key Responsibilities:

- Supervises and directs personnel performing financial operations, including accounts payable, vendor maintenance, payroll, and cash management. Provides performance feedback on subordinate supervisors and resolves operational challenges. Ensures that subordinate supervisors effectively fulfill their performance management duties.
- Develops a leadership approach that prioritizes transparent and effective communication, both written and verbal. Provides coaching and guidance to supervisors, fostering a collaborative and open environment for project planning and execution. Continually coordinates with leadership to ensure alignment with financial policies and institutional goals.
- Develops and implements strategies to enhance financial operations and streamline workflows, ensuring efficiency and compliance with federal regulations and Smithsonian policies.
- Implements accounts payable, payroll, and vendor management policies. Oversees automation efforts and process improvements to enhance efficiency and reduce manual workload. Additionally, conducts special projects related to accounting, taxation (1099, 1042, 1042S, financial statements), and compliance. Collaborates on year-end financial closing and reporting to ensure accuracy and compliance, as applicable.

- Conducts financial assessments, risk analysis, and cash flow management to support Smithsonian's strategic goals. Assists in the management of daily cash operations, ensuring liquidity and efficient financial transactions. Monitors and analyzes reports to enhance customer service and payment processing timeliness. Ensures accurate and timely payroll processing and vendor payments.
- Maintains compliance with Smithsonian financial policies and federal regulations. Supports external audits, Inspector General reviews, and IRS examinations by preparing and submitting required documentation. Identifies and resolves compliance risks related to tax reporting, payroll, and financial transactions.

The incumbent will receive direction from the Deputy CFO and Controller who delegates authority and responsibility. The incumbent will independently plan and execute assigned responsibilities. The incumbent will keep the leadership informed on significant accounting operations, ongoing initiatives, and potential financial risks.

Preferred skills, knowledge, and qualifications:

- Demonstrated experience developing financial policies and implementing process automation.
- Demonstrated expertise in analyzing financial data and enhancing financial operations.
- Demonstrated experience leading and managing financial teams, including supervisors and financial analysts.
- Experience in accounts payable, vendor management, payroll processing, and tax reporting (1099, 1042, 1042S, financial statements).
- Ability to set objectives, evaluate staff performance, and resolve operational challenges.
- Strong skills in team development, workforce planning, and strategic decision-making.
- Understanding of federal financial policies, IRS tax regulations, and audit requirements.
- Demonstrated experience managing financial audits, compliance reviews, and risk assessments.
- Ability to identify inefficiencies and develop solutions to streamline financial operations.
- Strong interpersonal and communication skills to advise leadership on financial matters.
- Demonstrated experience coordinating cross-functional teams to ensure policy consistency and operational effectiveness.
- Ability to build relationships with internal and external partners to improve financial workflows.
- Strong project management skills and experience with enterprise financial systems.

How to Apply:

Interested candidates must obtain their supervisor's approval and submit a resume along with a brief cover letter electronically to Veronica Shaw - shawv@si.edu.

*This is a Temporary Equal Employment Work Opportunity
 During the period of detail, employee will continue to occupy his/her official position of record with same grade, step, benefits and status and will be compensated at their current rate of pay.
 The detail is not an opportunity for promotion.*