Job Opportunities
University of the District of Columbia (UDC)

Position: Operating Accountant

Salary Range: AD-510-07/01-05 $48,590-$56,090 Per Annum

Date: 06-07-05

Location: Van Ness Campus

Number: 05-49

Areas of Consideration: District wide

Closing Date: Open Until Filled

Responsible to
Associate Dean
UDC David A. Clarke School of Law
Vice President, Academic Affairs

Brief Description of Duties

Maintains accurate records of funds collected, disbursed and administered by the School of Law.

Prepares requisitions and submits invoices to accounts payable for processing.

Processes data for appropriate reports daily, weekly, monthly and annually on all activities and transactions affecting the SOAR, SONIS and PASS systems and submits these reports to the supervisor/dean.

Ensures that all payments from agencies and third-party payers are posted promptly and correctly to student accounts in SONIS.

Orders goods and services using PASS and tracks orders.

Qualifications Required

A Bachelor’s degree in accounting or a related field of study such as business administration, finance, or public administration that included 24 semester hours in accounting and one year of specialized experience is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of position that is typically in or related to the work of the position as described above.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Professional Application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008