



Smithsonian Institution

Position & Candidate
Specification

Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Procurement and Financial Analyst
Announcement Number SITRUST-23-NPG0502
Number of Vacancies: 1

OPEN DATE:	May 8, 2023
CLOSING DATE:	May 31, 2023
SALARY RANGE:	IS-1102-12 (\$94,199 - \$122,459)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite appointment
SCHEDULE:	Full Time (hybrid onsite/telework)
DUTY LOCATION:	Washington, DC

Position sensitivity and risk:
[Non-sensitive \(NS\)/Low Risk](#)

Open to all qualified applicants.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section below. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in U.S. is not required to apply

Conditions of Employment

COVID-19 VACCINATION REQUIREMENTS:

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

OVERVIEW:

This position is located in the Finance and Operations Department of the, [National Portrait Gallery \(NPG\), Smithsonian Institution](#). The NPG is devoted to acquisition, research, exhibition, and care of portraits of the individuals who have made significant contributions to U.S. history and culture. The NPG celebrates the lives and achievements of great Americans through its collection, publications, research, and public programming.

The purpose of this position is to serve as senior procurement officer for the NPG. The incumbent leads the Finance and Operations team in the preparation and review of contracts and procurement actions for a variety of supplies, services, and/or construction contracts, as well as other administrative duties. The incumbent provides procurement support to all departments of the NPG, develops guidance materials, manages accounts payable and receivable, and provides technical advice to management and program managers in procuring a wide variety of items.

The incumbent reports to the Director of Finance and Operations of the National Portrait Gallery.

KEY RESPONSIBILITIES INCLUDE:

Procurement

Provides day-to-day oversight of procurement activities for NPG. Conducts reviews of contracts or contract changes within predetermined categories based on dollar value, method of acquisition, and other factors. Incumbent assists NPG staff in the effective, prompt, and policy-compliant procurement of goods and services utilizing purchase orders, purchase cards, online travel tools, and various inter-unit transfer procedures. Assists NPG staff in preparing procurement documentation, including statements of work, defining deliverables, payment schedules, travel expense clarifications, and assorted supporting documents that are situation dependent. Serves as the museum's principal liaison to the Office of Contracting and Personal Property Management (OCon&PPM), and is the onsite expert for procurement regulations, policies, and procedures.

Assists vendors, including living artists or other independent contractors unfamiliar with federal business processes, with appropriate Smithsonian vendor enrollment procedures and in tracking progress of payments for goods or services rendered.

Financial Operations and Accounting

Oversees the timely and accurate posting of earned revenue payments into proper accounts, whether by check, wire transfer, stock transfer, or internal transactions.

Monitors progress of vendor invoices, analyzes system holds and resolves discrepancies to achieve timely payment disbursements. As necessary, coordinates resolutions with other NPG staff and central Smithsonian accounting offices.

Assists the Budget Analyst in the conduct of periodic reviews of entries posted to the general ledger to verify accuracy of entries and to monitor funds expenditure.

Knowledge and experience required for this role include but are not limited to:

- Knowledge of pre-award and post-award contracting policies and procedures, including Federal Acquisition Regulations (FAR), to conduct reviews of a full range of contracts, contracting plans, and contract changes for propriety of acquisition method, contract type, and documentation.

- Knowledge of the government or corporate charge card programs including pertinent laws, rules and regulations.
- Knowledge of automated financial systems, e.g. Concur, Federal Travel Regulations (FTR), web-based purchasing and financial reporting systems, and accounting codes and general principles (GAAP).
- Ability to audit financial information and develop plans and tasks to resolve discrepancies and errors.
- Skill to establish and maintain effective working relationships with staff and various departments to provide advice and guidance, present analyses, make recommendations and build and maintain professional relationships.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

<p>Please forward a resume, and cover letter to:</p>	<p>Rich Reichley, Director of Finance and Operations, NPG ReichleyRi@si.edu</p> <p>Please include the position title: <u>NPG Procurement Analyst</u> in the subject line.</p>
<p>Applications received on or before Wednesday, May 31, 2023, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week. Applicants should include their name in the title any document submitted.</p> <p>What To Expect Next: Once the vacancy announcement closes, a review of your resume will be compared against the qualification and experience requirements related to this job. After review of applicant resumes is complete, qualified candidates will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

The Smithsonian values employee wellness, work-life balance and offers several exceptional benefits to its employees. To review our Benefit programs please click the link: <https://www.si.edu/ohr/benefits>