

**Job Title: ACCOUNTANT, GS-0510-5/7****Job Announcement Number:****Series & Grade:** GS-0510-5/7**Open Period:** Thursday, February 04, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** United States citizens**Job Summary:**

If you:

- enjoy high stakes financial management and ensuring Government programs are run cost effectively
- enjoy the prospects of working with Federal program officials to deliver effective services to the American people at the right price
- enjoy analyzing, projecting, estimating and accounting for critical Federal funds appealing
- like working with a new wave of financial management systems and improving Federal accounting practices

Then look no further, we have just the job for you! If you are interested in an accounting career, this job is for you! As an accountant in the Federal government you will explore many areas, including financial reporting, cash management and internal controls.

**Key Requirements:**

- U.S. Citizenship or National
- Males from after 12-31-59 must be registered or exempt from Selective Service (See [www.sss.gov](http://www.sss.gov))
- Relevant experience or education (See [Qualifications and Evaluations](#))
- Suitable for Federal employment as determined by a background investigation

**Major Duties:**

As an accountant, you will:

- Analyze and reconcile accounts and prepare balance sheets.
- Analyze cost accounting reports, status of fund reports, and other financial reports in order to prepare summary statements.
- Validate a variety of accounting data that is entered into schedules and accounts.
- Maintain accounts by reviewing documents to verify accounting data, enter data into the system, and take a trial balance.
- Reconcile accounts by comparing account balances with related data to assure agreements.
- Analyze operating procedures affecting the flow of costs through accounting systems and recommend changes.

- Work closely with program officials to ensure effective accounting and compliance with standards.

**Qualifications:**

You must have the following qualifications:

**A. Degree**

A degree from an accredited college or university in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law; OR

**B. Combination of Experience and Education**

At least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

- Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; or
- A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- Completion of the requirements for a degree that included substantial coursework in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) you have successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that you demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements.

You must have one of these additional qualifications:

- A bachelor's degree as described in paragraph A above, with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA (4.0 scale) for required courses completed in major field of study during junior and senior year of 4-year college or university; class standing of upper third of the graduating class in the college or university or in a major subdivision of the college or university; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies (freshman honor societies are excluded); OR
- One academic year of graduate level education from an accredited college or university. The education

must demonstrate the competencies/knowledge, skills, and abilities necessary to perform the work; OR

- One year of specialized experience equivalent to at least a GS-5 grade (or equivalent) level, such as: [Agency define specific specialized experience]; OR
- A combination of education and experience as listed above.

**How You Will Be Evaluated:**

We will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in assessment questionnaire

**[Insert the type of assessment, the length of time it would take to complete the assessment, and the knowledge, skills and abilities/competencies; you plan to evaluate all applicants. Example: an Assessment Questionnaire will take approximately 15 minutes and will evaluate applicants on reading, general accepted accounting principles, cost accounting, statistical methods.]**

**Benefits:**

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System.

**[Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]**

The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here [www.usajobs.gov/EI/benefits.asp#icc](http://www.usajobs.gov/EI/benefits.asp#icc) .

**Other Information:**

Interagency Career Transition Assistance Program. The Interagency Career Transition Assistance Plan (ICTAP) provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility, 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

**[Insert the following paragraph if your agency did not clear CTAP before announcing outside its own workforce.]**

Career Transition Assistance Plan. The Career Transition Assistance Plan (CTAP) provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility, 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov).

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

### How To Apply:

You may either 1) Apply Online or 2) deliver your application package via **[insert agency procedure]**. Your complete application package will include:

1. Résumé
2. Unofficial or official college transcript(s) listing all college courses completed, credit hours received for each course, major(s), and grade point average or class ranking
3. Assessment Questionnaire

If you are applying online, click here to complete the Assessment Questionnaire (this should take approximately 15 minutes)

If you are **NOT** applying online,

- i. click here to download the questions
- ii. click here to download the form you must record your responses on

If faxing in your application package:

Attention: **[Insert name of contact]**  
**[Insert telephone number]**

Send Mail  
**[Insert complete address]**  
USA

All electronic submissions or faxes must be submitted and received by **[Insert time]** Eastern Time **[Insert closing date]**. All mailed résumés and/or supporting documents must be received by **[Insert closing date]**. **[Insert agency application receipt procedures if different.]**

### Contact Information:

Enter Contact Information Here  
Phone: Phone

Agency Information:  
Agency Name  
Address  
City, State Zip

### What To Expect Next:

After all application packages have been received, we will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Assessment Questionnaire (if applicable) and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

**[Insert name of contact]**

Phone: **[Insert contact's phone number including area code]**

TDD: **[Insert TDD phone number including area code]**

Email: **[Insert contact's email address]**

**EEO Policy Statement:** <http://www.usajobs.gov/eeo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:** 1566413