

Job Title: ACCOUNTING TECHNICIAN**Job Announcement Number:****Series & Grade:** GS-0525-05**Open Period:** Wednesday, January 27, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.**Job Summary:****[Insert agency logo, optional]**

*Would you enjoy working on the computer with modern financial management systems?

*Is working with a team of skilled financial management professionals a goal for you?

*Are you good at balancing your checkbook and working with numbers?

*Does supporting important Federal programs and projects with accurate and timely financial information sound interesting?

If you are interested in an accounting technician career, this job is for you! As an accounting technician in the Federal government you will have an excellent opportunity to work with and learn from skilled financial management professionals. You will explore accounting transactions from start to finish. **[Insert your agency's branding/marketing/mission information-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.]**

Here is a great opportunity to join a great organization with stellar growth potential! *Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent retirement package!*

Year 1 \$33,269 Year 2 \$37,084 Year 3 \$41,210 Year 4 \$45,639 Year 5 \$50,408

(GS-5)

(GS-6)

(GS-7)

(GS-8)

(GS-9)

[Agency should insert the correct salary depending on location.]**Key Requirements:**

- **U.S. Citizenship or National**
- **Registered for Selective Service, if applicable (See Other Information)**
- **Résumé and any additional information of your choosing**
- **Suitable for Federal employment**

Major Duties:

As an accounting technician, you will:

- Examine, verify and maintain accounts and financial data in the core financial accounting system.
- Transfer funds to current income accounts.
- Prepare month end accruals and adjust entries to recognize income and expenses, and adjust deferred or progress billings.
- Prepare trial balances and reconcile accounts as necessary.
- Enter payments into the Treasury Secure Payments System.

Qualifications:**Qualifications Required:****For the GS-5, you must meet one of the below basic qualification requirements:**

1. You must have one year of private or Federal sector experience. Qualifying specialized experience must have involved reviewing financial documents to ensure authenticity and correctness, or working with more senior employees to review and establish new accounts, process bills or ensure proper posting of monies to accounts;

OR

2. Four years of undergraduate-level education from an accredited college or university in any field. (Applicants must submit a transcript);

OR

3. Equivalent combinations of successfully completed post-high school education and experience may be used to meet the total experience requirements. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

How You Will Be Evaluated:

We will review your resume (and any other documents you chose to submit) to ensure you meet the basic qualification requirements outlined above. To receive full consideration, please ensure your resume address the following competencies; conscientiousness to input and verify data, reasoning to identify and resolve discrepancies; and oral and written communication.

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. 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

Other Information:

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 this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and 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 this paragraph if your agency did not clear CTAP before announcing outside its own workforce]

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 this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and 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.

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, if applicable.**

If faxing in your application package:
Attention: **[Insert name of contact]**
[Insert telephone number]

Send Mail To:
[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

Agency Information:
Agency

What To Expect Next:

After all application packages have been received, we will review your resume to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications 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 closing date of the announcement.

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

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: