

Job Title: Financial Specialist, GS-0501-5/7**Job Announcement Number:**

Series & Grade: GS-0501-5/7
Open Period: Thursday, February 04, 2010 to
Position Information: Full-Time Permanent
Who May Be Considered: United States citizens

Job Summary:**If you...**

- enjoy analyzing data
- have good organizational skills
- have good communication skills

Then look no further - we have just the job for you! As a financial specialist, you will analyze and evaluate financial data to support the agency's financial administration process.

Key Requirements:

- U.S. Citizen or National
- Males born after 12-31-59 must be registered or exempt from Selective Service (see www.sss.gov)
- Relevant experience or education (See Qualifications and Evaluation)
- Suitable for Federal employment as determined by a background investigation

Major Duties:

As a Financial Specialist, your typical work assignments may include:

- Examining accounts, vouchers, and other documents to ensure accuracy of financial data;
- Assisting in developing and implementing new accounting and financial programs;
- Obtaining, compiling, and summarizing data for use; or
- Verifying the cost of line items in the budget.

Qualifications:

You must meet one of the following to qualify for a GS-5 position:

- Bachelor's degree; **OR**
- 3 years of progressively responsible general experience, including 1 year demonstrating ability to (1) analyze problems; identify significant factors; gather pertinent data; recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing. Experience is qualifying if it provides evidence of ability to perform the job duties. General clerical experience such as typing, filing, routine procedural processing, and maintaining records is not creditable. **OR**
- Combination of education and experience above.

You must meet one of the following to qualify for a GS-7 position:

- Bachelor's degree with (1) grade point average (GPA) of 3.0 based on a 4.0 scale; (2) 3.5 GPA based on a 4.0 scale for required courses completed in a major field of study during the junior and senior year of a 4-year college or university; (3) class standing of upper third of the graduating class in the college, university, or major subdivision of the college; or (4) membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; **OR**
- 1 year of graduate education demonstrating ability to perform the job duties; **OR**
- 1 year of specialized experience [Agency must insert examples of specialized experience at or equivalent to GS-5] demonstrating ability to perform the job duties; **OR**
- Combination of education and experience above.

All education must be from an accredited or pre-accredited college or university.

How You Will Be Evaluated:

We will review your résumé 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. You will be evaluated on key competencies such as financial management, interpersonal skills, problem solving, technology application, and writing, required for the job for which you are applying.

Benefits:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at www.usajobs.gov/EI/benefits.asp#icc.

Other Information:

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>.

Interagency Career Transition Assistance Program (ICTAP): To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at [Agency must define "well-qualified."] or above on the rating criteria for this position. For information on how to apply as an ICTAP eligible see http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap.

How To Apply:

Your complete application will include:

1. Résumé
2. An official, unofficial transcript(s), or a list of courses with completion dates, grades, and quarter and/or semester hours received
3. Additional documents (e.g., Veterans Preference documentation, proof of ICTAP eligibility), if applicable

You may also submit a cover letter with your résumé.

You may either 1) Apply Online or 2) deliver your application package via **[Insert agency procedure]**.

Contact Information:

Your Name
Phone: 202-000-0000
Fax: 202-606-1768
Email:
youremailaddress@youragency.gov

Agency Information:
Your Agency Name
1 Main Street
1900 E STREET NW
Washington, DC 20415
US
Fax: 202-606-1768

What To Expect Next:

We will review your résumé 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 Occupational Questionnaire 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.

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: