

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 1. Agency Position No DOI 504

2. Reason for Submission NEW	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No	
Explanation	7. Fair Labor Standards Act Non Exempt		8. Financial Statements Required		9. Subject to IA Action YES
	10. Position Status Competitive	11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low	13. Competitive Level Code	14. Agency Use
	15. Drug Test Required NO			16. ADP Status NO	

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Accountant	GS	0510	11	W.H.	10/14/2004
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)	19. Name of Employee (if vacant, specify)
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20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR	c. Third Subdivision
a. First Subdivision U.S. GEOLOGICAL SURVEY	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature <u>/s/ Mark Sogge</u>	Signature
Date 07/30/2015	Date

23. Classification/Job Grading Certification <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>	24. Position Classification Standards Used in Classifying/Grading Position GS-500, JFS for Prof and Admin Work in the Acctng and Bdgt Grp
Typed Name and Title of Official Taking Action Winford Hooker, Program Manager, Position Classification & Pay Policy, DOI	Information for Employees <i>The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.</i>
Signature Winford Hooker /s/	
Date 10/14/2004	

25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks
Enter the appropriate official title law titling instructions in the JFS (Block 22); Accountant, Cost accountant, Staff Accountant, or Systems Accountant.

27. Description of Major Duties and Responsibilities (See Attached)

0510,Accountant,GS-11

Based on PD Tracking Number 0002153

PD Tracking Number 0002154

Department of the Interior Standardized Position Descriptions for Bureau Headquarters Level Positions.

Introduction

The primary purpose of this position is to assist higher graded professional accountants and other bureau financial management employees in providing professional accounting services to the bureau.

Major Duties

The employee performs a wide variety of duties such as:

planning and conducting financial management studies that involve the analysis of interrelated administrative processes; e.g., budgetary, financial, procurement, and property management functions;

recommending adaptation of established procedures to eliminate problems or to improve the operations under study;

reviewing and evaluating financial systems for effectiveness of internal controls and integrity of the organizations financial information;

analyzing processing flows, integration of external system interfaces and internal system modules;

reviewing data in reports and financial statements and identifying abnormal trends and control weaknesses;

reviewing and analyzing financial reports generated by the financial system, identifying problems and discrepancies, and determining if adjustments or corrections are required;

participating in the preparation of recurring financial management reports, statements, and supporting justifications by performing problem analysis, documentation, and adapting financial management procedures to satisfy reporting requirements; and/or,

evaluating financial system software by preparing test scenarios for new releases, enhancements and existing features of the software, and by conducting actual testing and documenting results.

Factor 1, Knowledge Required by the Position Level 1-7, 1250 points

This position requires:

professional, comprehensive knowledge of accounting theories, practices, methods, and techniques;

knowledge and understanding of Bureau, Departmental, Treasury, OMB, and GAO directives, guides, report systems, and precedents;
ability to work with a team, including the ability to plan and schedule work,
ability to define and streamline processes, produce results, and direct and develop team members;
demonstrated skill in building and maintaining effective relationships with other employees, customers, and stakeholders, e.g., Treasury, OMB, agency managers, and budget officers;
knowledge of, and skill in applying, appropriation laws, financial regulations, Comptroller General decisions, and policies pertaining to government accounting principles and concepts;
general knowledge of Annual Financial Reports as published by private as well as public companies and Federal agencies;
knowledge of automated accounting systems;
knowledge of auditing procedures; and
ability to use personal computer applications such as word processing, spreadsheets, local area networks, and macro techniques

sufficient to:

serve as an accountant responsible for covering financial operations of the bureau;
interpret and apply directives, guides, report systems, and precedents to a variety of accounting transactions and to work with others to determine appropriate methods of implementation;
query systems for information, recognize, analyze, and develop corrective action for any discrepancies identified, and/or develop and test enhancements to systems;
compare and benchmark best practices from private industry and other government organizations with the bureau's main financial system; and/or
verify financial statement assertions and accompanying notes, general ledger balances, and allotment ledger data; efficiently utilize word processing and spreadsheet programs.

Factor 2, Supervisory Controls Level 2-4, 450 points

The employee works under the supervision of a supervisor in the Bureau Finance Office, who outlines objectives. Typically, the supervisor and employee, in consultation, discuss time frames, assignment scope, and possible stages and approaches.

The employee:

determines the most appropriate principles, practices, and methods to apply in all phases of assignments;
interprets regulations on his/her own initiative;
applies new methods to resolve complex and/or intricate controversial, or unprecedented issues and problems;

resolves most of the conflicts that arise: and
keeps the supervisor informed of progress and of potentially controversial matters.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, and adherence to requirements. Proposals and recommendations are evaluated for reasonableness and utility within the accounting structure and program operation.

Factor 3, GuidelinesLevel 3-3, 275 points

Incumbent is guided mainly by policies, regulations, and legal authorizations and restrictions of the bureau, Department of the Interior, GAO, Department of Treasury, and OMB. Broad general technical guidance and coordination are received from the Department to assure Departmental uniformity in accounting concepts, procedures, and systems development.

The employee:

independently selects, interprets, and applies the guides;
modifies, adapts, and makes compromises to meet the requirements of the assignment; and
exercises judgment in applying standard accounting and financial management practices to new situations and relating new work situations to precedent ones.

Factor 4, ComplexityLevel 4-4, 225 points

Work involves applying many different and unrelated processes and methods to a broad range of activities.

The employee:

solves accounting problems in particularly difficult and responsible circumstances;
advises financial managers and program managers on financial policy and procedures;
recognizes problems with the existing accounting system, recommends changes, and integrates or implements improvements developed in-house or elsewhere
prepares and directs the preparation of a number of regulatory and special purpose management financial or statistical reports, ensuring that they are accurate and timely;
acts as liaison between CFO auditors and bureau staff ensuring accuracy and consistency of information provided.

The employee must be adept at conceiving new strategies for the solution of accounting problems in an environment characterized by complex and variable programs supported.

Factor 5, Scope and EffectLevel 5-3, 150 points

Work may involve:

identifying accounting problems in the automated accounting system; e.g., inadequate maintenance of funds control, inadequate records and reports, and/or improper methods of document control;

reconciling automated accounting data; and/or

analyzing internal controls.

Work affects:

organizational compliance with regulatory requirements;

the availability of accounting data; and/or

the efforts of senior accountants who manage the operation of the automated accounting system.

Factor 5, Personal Contacts and Factor 7, Purpose of Contacts Level 3b, 110 points

Contacts are with officials of the Department and bureaus, the Department of Treasury, OMB, and private firms. Some contacts are not routine and depend on events which are sometimes not predictable. The contacts vary with respect to purpose; ground rules for conducting the contacts likewise vary.

The purposes of contacts are to plan, arrange, coordinate, or advise on work efforts, arrange for meetings to obtain information, and, as required, to obtain data to verify questionable ferns.

Factor 8, Physical DemandsLevel 8-1, 5 points

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

Factor 9, Work EnvironmentLevel 9-1, 5 points

Work is performed in an office setting with adequate light, heat, and ventilation. Travel is required.

TOTAL POINTS: 2470

GRADE CONVERSION: GS-11