

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 1. Agency Position No DOI 501

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 100	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	5	W.H.	10/13/2004
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)

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 /s/ Mark Sogge	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 Actng and Bdgt Grp
Typed Name and Title of Official Taking Action Winford Hooker, Program Manager, Position Classification & Pay Policy	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 10/13/2004	

25. Position Review	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-05

Based on PD Tracking Number 0002138

PD Tracking Number 0002139

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

Introduction

This position is located in the Office of Accounting and Financial Management (OAFM), Payables Management Section. OAFM is responsible for the formulation, development, execution of financial management and accounting policies, procedures, standards, and systems for USGS. The incumbent of this position serves as a trainee accountant, utilizing a professional knowledge of accounting principles and procedures in carrying out developmental assignments.

Major Duties

The employee performs a variety of routine technical accounting tasks that are structured to provide the employee with experience in applying accounting principles, procedures, and techniques. Duties typically include the following:

- examining accounting documents for proper accounting classification and authorization;
- performing reconciliations;
- analyzing a variety of accounts;
- entering and processing data into various accounts and the general ledger;
- recognizing and adjusting differences between the general ledger and subsidiary accounts;
- preparing monthly trial balances and financial reports;
- reviewing procedures related to the automated accounting system; and/or
- reviewing, for completeness, financial data submitted by business firms.

Factor I. Knowledge Required by the Position Level 1-5, 750 points

This position requires:

- professional knowledge of the concepts and principles of financial management and accounting;
- basic knowledge of Federal financial and accounting regulations and practices; and
- basic knowledge of automated accounting systems and related software

sufficient to:

- perform developmental assignments;
- develop familiarity with the organizations accounting system and the operation of Federal

programs; and

use word processing, spreadsheets, local area networks and macro techniques as necessary.

Factor 2. Supervisory Controls Level 2-1, 25 points

The employee works under the direction and continuing supervision of a higher graded employee in the Office of Accounting and Financial Management who provides specific instructions that cover all aspects of the assignment.

The employee carries out recurring assignments independently.

The higher grade employee reviews all assignments in progress and when completed for accuracy, conformance to organizational policy and procedure, and adherence to instructions.

Factor 3. Guidelines Level 3-1, 25 points

Guidelines consist of established precedents, standards, laws, regulations, and organizational policy.

The employee receives specific guidance from a higher-level employee, who is readily available to answer questions. All deviations are referred to a higher level employee.

Factor 4, Complexity Level 4-2, 75 points

Work involves conducting specific tasks designed to give the employee experience in the practical application of theory and basic principles of accounting. Decisions regarding what needs to be done follow well-established accounting practices and established procedures within the organization.

Actions to be taken or responses to be made are based on factual differences such as the type of information needed on balance sheets.

Factor 5, Scope and Effect Level 5-1, 25 points

Work involves performing a variety of specific routine accounting tasks intended to help train the employee in the application of accounting theory and concepts and to familiarize the employee with the particular programs, procedures, and functions of the organization.

The work facilitates the work of other employees within the immediate organizational unit.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 1a-30 points

Contacts are made with other employees, including support personnel, in the immediate office or related units within the organization.

Contacts are made to acquire or exchange information or facts needed to complete assignments.

Factor 8. Physical Demands Level 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 Environment Level 9-1, 5 points

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

TOTAL POINTS - 940

GRADE CONVERSION - GS-05