

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 00 1. Agency Position No
DOI 502

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 6-Position does not require financial disclosure.		9. Subject to IA Action YES
	10. Position Status Competitive	11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low	13. Competitive Level Code	
	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	7	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 /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, 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								
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-07

Based on PD Tracking Number 0002149

PD Tracking Number 0002150

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

Introduction

The incumbent of this position serves as an advanced 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 increase the employees professional competence in the application of 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;
- adjusting differences between the general ledger and subsidiary accounts;
- closing entries;
- preparing monthly trial balances and financial reports;
- developing automated accounting instructions and procedures for routine transactions; and/or
- analyzing financial and statistical data from domestic and/or foreign business firms.

Factor 1, Knowledge Required by the Position Level 1-6, 950 points

This position requires:

- professional knowledge of accounting principles, practices, methods, and techniques;
- knowledge of Federal accounting regulations, procedures, policies, and precedents;
- knowledge of procedures to enter, modify, retrieve, and delete information in an automated accounting system;
- knowledge of the Department-wide financial system and reporting requirements of other agencies such as GAO, OMB, and Treasury: and
- ability to use various types of software such as word processing, spreadsheets, local area networks, and macro techniques

sufficient to:

- perform a variety of routine accounting assignments;

participate in planning and conducting accounting and financial management studies;
conduct limited financial reviews;
determine compliance with established accounting principles and standards;
identify minor system problems;
assist in the correction of internal control and reporting weaknesses; and
prepare various types of financial and narrative reports, including analyzing, preparing, and entering accounting entries.

Factor 2, Supervisory Controls Level 2-2, 125 points

The employee works under the supervision of a higher graded employee in the Bureau Finance Office who;

makes assignments;
provides direction and guidance; and
suggests techniques for handling unusual problems and situations.

The employee, working independently;

conforms to established accounting and financial management practices and organizational procedures; and
refers problems to the higher level employee for help or decision.

The higher grade employee reviews completed work for accuracy, conformance to organizational policy and procedure, and adherence to instructions.

Factor 3, Guidelines Level 3-2, 25 points

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

The employee must use judgment in choosing between guidelines which are specific to most work situations. Assistance is readily available from higher level employees.

Factor 4, Complexity Level 4-3, 150 points

Work involves applying a wide variety of established accounting processes and practices to a wide variety of work situations.

Decisions regarding what needs to be done require analysis of phases of accounting and financial management systems and functions for programs that are stable, where precedent issues are known, and where few conflicts in determining treatment of financial transactions or content end

format of reports exist.

Factor 5, Scope and EffectLevel 5-2, 75 points

Work involves performing a variety of specific routine accounting tasks. Work affects the accuracy, completeness, and reliability of other accounting transactions.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 2a, 45 points

Contacts are with employees both inside and outside the immediate organization, e.g., administrative officers, budget analysts, and IT personnel.

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

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.

TOTAL POINTS 1480

GRADE CONVERSION - GS-07