

POSITION DESCRIPTION (Please Read Instructions on the back)					Cybersecurity Category 00	1. Agency Position No DOI 503		
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	9	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)				
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		Date 10/14/2004		Signature		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	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)			
NSN 7540-00-634-4265	Previous Edition Usable	5008-106	OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295

0510,Accountant,GS-09

Based on PD Tracking Number 0002151

PD Tracking Number 0002152

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

Introduction

The primary purpose of this position is to assist, in an advanced developmental capacity, 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:

- participating in the planning and performance of 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 reconciling internal reports produced by the financial management system in order to determine compatibility with prior months status, and processing adjustments to correct or update reports;
- participating in the review and evaluation of financial systems for effectiveness of internal controls and integrity of the organizations financial information
- analyzing processing flows, reviewing data in reports and financial statements, and identifying abnormal trends and control weaknesses; and/or
- preparing straightforward reports and statements that contain timely, accurate, and essential financial management information.

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

This position requires:

- professional knowledge of accounting concepts, principles, practices, methods, and techniques of the specialty;
- knowledge of the Department-wide financial system and reporting requirements of other agencies such as GAO, OMB, and Treasury;
- knowledge of automated accounting system design and operation;
- ability to work as part of a team; and

ability to use various types of software such as word processing, spreadsheets, local area networks, and macro techniques

sufficient to:

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

Factor 2, Supervisory Controls Level 2-3, 275 points

The supervisor:

assigns work with guidance on organizational policy, priorities, and deadlines; and
provides assistance on controversial issues or on application of analytical methods for which precedents are not available.

The employee plans and carries out assignments independently.

The supervisor reviews completed work for conformance with overall requirements, timeframes, consistency of facts, complete development of issues, analytical methods used, and recommendations made.

Factor 3, Guidelines Level 3-3, 275 points

Guidelines include OMB, GAO, Treasury, FASAR, Interior, and bureau directives, circulars, and precedent-setting decisions.

The employee:

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

Factor 4, Complexity Level 4-3, 150 points

Work involves applying a wide variety of established accounting and financial management processes and practices to work situations that may include involvement on bureau-wide teams,

The employee:

analyzes and evaluates the current status of accounting and reporting systems;
advises financial managers and program managers on financial policy and procedures;
may work with such fund sources as working capital funds, one-year, multi-year, and no-year appropriations, trust activities, available receipts, and investment activity;
recognizes problems with the existing accounting system, recommends changes, and integrates or implements approved improvements developed in-house or elsewhere;
prepares a number of regulatory and special purpose management financial or statistical reports, ensuring accuracy and timeliness; and/or
compares and benchmarks best practices of both public and private financial operations with Federal agency financial management practices.

Decisions require analysis and evaluation of records, documents, and relevant data where accounting objectives are known, programs are relatively stable, and data findings are usually not in conflict.

Work may involve:

identifying accounting problems in the automated accounting system, e.g., inadequate maintenance of funds control, inaccurate 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 6, Personal Contacts and Factor 7, Purpose of Contacts Level 2b, 75 points

Typical contacts are with officials in the bureau, CFO auditors, Interior financial management officials, and other Federal, public, and private financial management program representatives.

The purposes of contacts are to exchange information, coordinate work, and resolve problems.

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. Travel is required.

TOTAL POINTS: 1885

GRADE CONVERSION: GS-09