

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 00 1. Agency Position No DOI 505

2. Reason for Submission NEW	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No	
Explanation	7. Fair Labor Standards Act 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	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						
c. Second Level Review	Accountant	GS	0510	12	W . H	10/13/2004
d. First Level Review						
e. Recommended by Supervisor or Initiating Office					W . H	10/13/2004

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 OFFICE OF THE DIRECTOR	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 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 10/13/2004	

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-12

Based on PD Tracking Number 0002129

PD Tracking Number 0002132

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

Introduction

The primary purpose of this position is to provide professional accounting services to the bureau.

Major Duties

The employee performs a wide variety of duties such as:

plans and conducts financial management studies that involve analysis of complex, interrelated administrative processes; e.g. budgetary, financial, procurement, and property management functions;

develops innovative recommendations for eliminating problems or improving the operation under study, and writes reports that document findings and recommendations;

reviews and evaluates financial systems for effectiveness of internal controls and integrity of the organizations financial information;

analyzes processing flows, integration of external system interfaces and internal subsystem modules, and recommends improvements in control techniques;

reviews data in reports and financial statements and identifies abnormal trends and control weaknesses;

provides and Implements solutions to correct internal control and reporting weaknesses;

reviews and analyzes financial reports generated by the financial system and determines compatibility of each with plans, prior month status, other relevant reports, and the general ledger;

identifies problems and discrepancies, determines if adjustments or corrections are required, and takes necessary action to correct and produce reports;

prepares external financial management reports, statements, supporting schedules, justifications, and related documentation as required by OMB, Treasury, and/or the Department of the Interior to ensure data consistency and integrity;

reviews and analyzes the effect of new or revised regulatory changes, and develops financial management reporting procedures; and/or

reviews financial management policies, practices, techniques, and procedures that guide primary office financial work, identifies those guidelines that are in need of revision, develops

recommendations for changes; and analyzes the impact of changes.

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, 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 objectives who outlines objectives. Typically, the supervisor and employee, in consultation, discuss time frames, assignment scope, and possible approaches. The employee:

performs duties within assigned areas of expertise as well as projects assigned by the supervisor

with minimal supervision;
completes assignments independently; and
keeps the supervisor informed of progress and 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 3-4, 450 points

The employee 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 must be innovative and creative in interpreting these guidelines, developing specific objectives, and devising methods to complete assignments.

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 and financial management 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; and
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, Scone and EffectLevel 5-4, 225 points

Work may involve:

working with a team of accountants, financial analysts, and accounting technicians to provide management with data required to utilize resources and maintain control;
working with CFO auditors and bureau staff to coordinate interviews, testing of controls, and information gathering;
verifying the accuracy of financial information published in the Bureaus Annual Report to Congress;
collaborating with the supervisor on changes required in the automated accounting system to meet the dynamic requirements of the Federal government and needs of bureau officials;
making presentations to management on special analytical studies of accounting data and trends as required; and/or
providing financial management advisory services concerning bureau financial operations, ensuring that the system is providing reliable financial information, and resolving technical problems.

Work affects:

the amount and availability of funds for major substantive bureau programs and services;
the way financial information is applied in planning organizational operations or the efficient use of funds;
the budgets, programs, and interests of other Federal organizations and/or private firms when the supported programs cut across component lines within the bureau;
organizational compliance with regulatory requirements; and/or
the capabilities of the financial management systems to support managements financial informational needs.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 3c180 points

Contacts are with financial management 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 justify, defend, negotiate, or settle matters involving significant or controversial issues. Examples include:

defending alternative methods of financing substantive program operations or the redistribution of appropriated funds and programs;
negotiating and resolving controversial financial and program issues of considerable significance;
providing CFO auditors with necessary information to verify financial statement assertions so as to ensure an unqualified opinion regarding the accuracy of the financial statements and accompanying notes;

providing training, giving guidance, resolving operating problems, obtaining information, and providing assistance to program managers regarding pertinent financial matters: and resolving difficult and complex problems in collaboration with the necessary contacts.

Factor 8, Physical Demands Level 8-1, 5 points

The work requires no special physical demands. Work 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: 2820

GRADE CONVERSION: GS-12