

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 00 1. Agency Position No DOI 507

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	14	W . H	10/13/2004
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 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-14

Based on PD Tracking Number 0002157

PD Tracking Number 0002158

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

Introduction

The incumbent of this position serves as a senior accountant, utilizing a professional knowledge of accounting principles and procedures in completing complex assignments.

Major Duties

Performs a variety of top level accounting and financial management functions, such as:

formulating and communicating a variety of major financial management policies, practices, techniques, and procedures that guide financial work throughout the bureau headquarters and subordinate management levels and organizations:

identifying formal bureau-level policies and procedures in need of revision, developing and recommending proposed changes, and analyzing the impact of these changes;

participating in decision-making sessions with top organizational management officials, and advising program managers on regulatory requirements, financial policies, the interpretation of data, and the importance of accounting data to program operations and improvements;

planning, developing, and coordinating financial management improvements necessary to comply with OMB directives and legislation; e.g., the CFO Act, the Federal Managers Financial Integrity Act, and the Government Performance and Results Act (GPRA);

coordinating the resolution of accounting system problems arising from such factors as changes in legislation, the needs of program managers, changes in Departmental emphasis, and standardization among Interior bureaus;

providing interpretive guidance to other accounting and financial management staff and functional representatives;

preparing, or overseeing the preparation of or coordinating organizational comments on GAO, OMB, and Treasury proposals; preparing policies, procedures, and guidelines on administrative accounting functions for use by program staff and technical personnel;

devising new methods and criteria to identify trends and patterns, modifying systems to accept new kinds of data, and preparing a variety of regular and special-purpose reports;

planning, analyzing, and determining programmatic/financial relationships;

developing organizational accounting and financial policy that may cover the full range realm of accounting and financial activities, and the requirements of laws and regulations; developing policy

guidelines for program users;

providing authoritative policy interpretations and functional recommendations in the implementation of new legislative and regulatory requirements;

developing systems and procedures for organization wide implementation of laws, standards, regulations, and policies;

advising management on changes to function/program workflow practices or procedures, better internal controls, redesign of reports or faster consolidation of data, and how to reduce costs or improve operations;

preparing, or overseeing the preparation and coordination of annual financial statements required by the CFO Act, ensuring that the financial statements meet prescribed standards (e.g., form, content, etc);

providing staff direction and guidance in the design, development, and implementation of automated systems required to comply with new accounting standards and the accompanying reporting requirements;

analyzing, interpreting, and overseeing the implementation of accounting standards developed by GAO and OMB, advising management on the implications of the new standards and expected impacts relative to implementation, coordinating with financial and program officials to ensure effective implementation of required accounting standards;

developing and performing ongoing analyses and interpretation of financial data in the general ledger to determine if the information is accurate, complete, and informative to management. Performs, or oversees the performance of, specific analyses to ensure that the general ledger is maintained to provide the quality and reliability of information sufficient to preclude audit qualifications on CFO financial statements;

analyzing the requirements of the government wide Standard General Ledger (SGL) Board and developing, or overseeing the development of, new accounts, posting rules/models, policy, and instructions to ensure compliance with standards;

participating actively as a member of the SGL Board and other Departmental teams to ensure that bureaus unique accounting requirements are considered and included in the promulgation of standards;

developing and maintaining, or overseeing the development and maintenance of, a complex of automated subsystems to produce accounting and financial information, and defining systems specifications;

coordinating the resolution of accounting system issues arising from such factors as changes in legislation, regulation, and/or accounting standards; testing systems changes to ensure that they do not compromise reporting requirements; evaluating proposals to integrate the accounting system with interfacing administrative support and functional information systems; and/or

analyzing operations, financial systems, periodic and special reports and systems edits to develop information on trends, anomalies, or problems, and develops solutions; planning and executing changes to the content and nature of financial reports and application of computer technology to accounting functions.

Factor 1, Knowledge Required by the Position Level 1-8, 1550 points

This position requires:

mastery of, and skill in applying, professional knowledge of the theory, concepts, principles, and practices of an accounting specialty or specialties;
expert knowledge of Federal accounting principles, practices, and standards;
comprehensive knowledge of the Chief Financial Officers Act, Federal Accounting Standards Advisory Board (FASAB) Statements and Concepts, OMB Circulars Form and Content, GAO Titles, Treasury Letters and Bulletins, and GSA directives and other pertinent government guidelines;
extensive skill in oral and written communications; and
extensive skill and knowledge of personal computer-based software for account analyses and reporting

sufficient to:

devise, plan, and complete complex bureau-wide assignments involving interrelationships between policy, systems accounting, cost accounting, fund management and reporting, and other various accounting issues and programs;
effectively develop necessary bureau-wide policies, procedures, and guidelines needed to produce financial statements and reports;
perform detailed analysis of the impact of policy changes on related programs and to analyze internal data and general ledger sources to be used to prepare external financial reports to the Department of the Interior, Department of Treasury, and to OMB;
recommend alternatives and solutions, and initiate revised standards and procedures when needed for programs and policies that are highly legalistic, technically intricate, and administratively detailed in nature;
effectively plan and delineate tasks for major project activities; define objectives, milestones, and resource requirements, and coordinate work activities/solutions with professional and technical staff; and
explain subtle distinctions and complex relationships to key management officials, and develop and justify policy or program goals.

Factor 2, Supervisory Controls Level 2-5, 650 points

The supervisor provides administrative and policy direction in broadly defined terms.

The employee:

with maximum independence and discretion, plans, designs, interprets policy, and completes major program activities;
has responsibility for exercising sound, independent judgment and decision making; and

is considered a technical authority and is expected to handle most operating problems independently.

Results of the work are considered technically correct and are normally accepted without significant change. Work is evaluated in terms of fulfillment of broad missions and goals.

Factor 3, GuidelinesLevel 3-5, 650 points

Guidelines include policies, regulations, and standards contained in bureau and Departmental Manuals and directives; Treasury Financial Manuals; OMB Circulars; GAO Office Manuals; the Joint Financial Management Improvement Program; and public laws. These guidelines often require extensive interpretation to develop bureau-specific policy statements, regulations, and instructions.

The employee must use a high degree of professional judgment and ingenuity in interpreting guidelines for application to mission programs to achieve successful implementation of Departmental and bureau goals. This may often require problem solving of a precedent-setting nature,

Factor 4, ComplexityLevel 4-5, 325 points

Work is characterized by extremely diverse and complex assignments. The employee must function in a broad interdisciplinary context as the work concerns a field of rapidly evolving technology as well as changing practices. Key accounting disciplines and principles, such as cost accounting, internal controls and auditing, capital planning, and information technology are appropriate areas of expertise.

The employee is engaged in a wide variety of activities, including:

- interpreting and applying complex guidelines;
- designing and modifying accounting and other systems;
- establishing or evaluating system enhancements of central importance to the bureau;
- resolving extremely stubborn accounting problems involving conflicting demands from such conditions as funding priorities, economic interest, public interest, or equivalent concerns;
- servicing as an authority, advising directors; and
- writing reports.

Work is further complicated by points of law without precedent, conflicting legal requirements, and undefined issues requiring extensive probing and analysis. The employee must be innovative and adept at conceiving new strategies for solving problems.

Factor 5, Scope and EffectLevel 5-5, 325 points

Work involves isolating and defining unknown conditions, resolving critical problems, and developing new approaches.

The employee:

provides expert advice to program officials, accountants, financial analysts and other specialists on the interpretation of accounting and financial regulations;
solves significant problems in the development of accounting systems and subsystems or in the financial management of organizational programs;
provides guidance and leadership to develop and maintain a cost effective system of management and financial controls necessary to compile accurate and reliable financial information; and
assesses the impact of proposed systems features on major systems development or modification efforts.

Activities of the employee have a direct and significant impact on:

the financial integrity of the Department of the Interior and bureau operations;
the reliability of financial data used to manage and measure bureau programs and performance;
the perception of external parties as to the soundness of bureau financial and accounting practices;
the bureaus ability to obtain an unqualified audit opinion (Note: Qualified opinions are unacceptable to the bureau Chief Financial Officer Department Chief Financial Officer, and the Bureau Director); and
the capability of the accounting system to support managements financial information needs.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 3-c, 180 points

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

The purpose of contacts is 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 which are not susceptible to resolution at lower echelons in government; and/or
justifying the overall direction for the bureaus financial management, budgeting, accounting or auditing programs.

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

The work is principally sedentary although there is some walking, bending, and or carrying of light items such as files, computer reports, or office supplies. The work can also require long periods of concentrated effort working with detailed data.

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: 3690

Grade Conversion: GS -14