

0501,Financial Specialist,GS-09

Based on PD Tracking Number 0002163

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

Introduction

The purpose of this position is to assist, in an advanced developmental capacity, higher graded financial analysts, accountants and other bureau financial management employees in providing accounting and financial management services to the bureau.

Major Duties

The employee performs a variety of duties such as the following:

- 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;
- 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;
- reviewing and reconciling internal reports produced by the financial management system in order to determine compatibility at prior months status, and processes adjustments to correct or update reports; 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.

- knowledge of, and the ability to apply financial management concepts, principles and techniques;
- knowledge of the Department-wide financial system and the reporting requirements of other agencies such as GAO, OMB, and the Department of the Treasury; and
- knowledge of the Federal budget process and appropriation structures

sufficient to:

participate in the planning and performance of financial studies;
conduct limited financial reviews, determine compliance with generally accepted financial principles and standards, and identify minor problems;
assist in the correction of internal control and reporting weaknesses; and
monitor fiscal year and quarterly limitations on apportionments and obligations.

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, FASAB, Interior, and bureau directives, circulars, and precedent-setting decisions.

The employee:

independently selects, interprets, and applies the guides;
modifies, adapts, and makes compromises to meet the requirements of the assignment; and
exercises judgment in applying standard financial management 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 financial management 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 financial management objectives are known, programs are relatively stable, and data findings are usually not in conflict.

Factor 5, Scope and EffectLevel 5-3, 150 points

Work may involve:

identifying financial management and accounting problems in the automated 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 ; and
the availability of financial data.

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 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. Some travel may be required.

TOTAL POINTS: 1885

GRADE CONVERSION: GS-09