

Major Duties

As an advanced trainee, the incumbent performs routine and recurring budgetary assignments to gain knowledge and understanding of the functions, principles, practices and methods of budget administration. This work may include any segment of the full range of budget administration work done in the organization. Duties performed may include but are not limited to the following: compiles, correlates, and consolidates budget estimates; analyzes, assesses, compares and documents obligations and expenditures; ensures obligations, expenditures, and allotments are within funding limitations, consistent with approved funding levels, and that funds are used in a timely manner; prepares and analyzes a variety of recurring financial reports identifying and reporting abnormalities; and, advises management regarding transfer of funds within accounts under the same appropriation or funding source.

Factor Statements

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

Knowledge of Federal budgetary methods, practices, procedures, regulations, and other guides in order to perform ongoing routine assignments in the areas of budget formulation and/or execution.

Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, and cost estimates in order to prepare reports and analyses.

Skill in categorizing and analyzing quantitative data in order to analyze budgetary and accounting activities.

Knowledge of assigned organization's structure, programs, and the budgetary and financial relationships of the organization to determine whether estimates of funding needs are appropriate or if funds are being expended according to the program's goals and objectives.

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

The supervisor provides specific guidance and instructions for each work assignment in terms of work to be performed, methods and procedures to be used, priorities, and time frames. Within the guidelines established by the supervisor, the incumbent is responsible for independently carrying out recurring work assignments. Completed work is reviewed for accuracy, adequacy, and compliance with instructions and procedures.

Factor 3- Guidelines (Level 3-2, 125 points)

The work to be performed is covered by numerous laws and regulations, in addition to agency and bureau policies, procedures and practices. Procedural instructions for doing the work have been established and are readily available to the incumbent. The incumbent uses judgment in locating and selecting the proper procedural and technical instructions for application to specific situations.

Issues or problems encountered by the employee that are not covered by established guidance are referred to the supervisor.

Factor 4 - Complexity (Level 4-2, 75 points)

The work consists of budgetary duties involving related steps, methods, tasks, and procedures. Budget formulation, justification, and/or execution assignments involve factual data that may be presented in a variety of ways. The incumbent compiles, reviews, and analyzes budgetary data, information, and requests. Assignments typically require the employee to search for and obtain information in order to check the accuracy and consistency of data (estimates, obligations, expenditures, revenues, reimbursements, etc.). The employee must identify similarities and differences in transactions and entries. Decisions made concern the appropriate method or form to select to enter, adjust, or present data.

Factor 5 - Scope and Effect (Level 5-2, 75 points)

The purpose of the work is to apply the principles, policies, regulations, and procedures of budget administration to the formulation, presentation, and/or execution of the assigned program areas. Completed work affects the accuracy and reliability of budget estimates, transactions, adjustments, documentation, and reports. In addition, the work facilitates the delivery of further budgetary services.

Factor 6 - Personal Contacts (Level 6-2, 25 points)

Contacts are with administrative and/or project personnel within the immediate organization. Other contacts may include similar personnel at higher levels of the bureau, representatives of cooperating Federal, state, and local agencies, vendors, and contractors.

Factor 7 - Purpose of Contacts (Level 7-1, 20 points)

Contacts are primarily to exchange information and to check the status of work.

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

The work is sedentary.

Factor 9 - Work Environment (Level 9-1, 5 points)

The work is normally performed in an office setting.

TOTAL POINTS - 1405

GRADE CONVERSION - GS-7

GS-500, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, 12/00