

0501,Financial Specialist,GS-05

Based on PD Tracking Number 0002159

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

Introduction

As a trainee, the employee in this position assists higher-level analysts and/or accountants in the performance of their assignments in any aspect of their work.

Major Duties

The employee performs a variety of routine financial management tasks that are designed to increase the employees knowledge and understanding of the functions of financial management and provide familiarity with the policies, procedures, and practices of financial management. Duties typically include the following:

- examining financial management documents for proper accounting classification and authorization;
- performing reconciliations;
- analyzing a variety of accounts;
- entering and processing data into various accounts and the general ledger;
- recognizing and adjusting differences between the general ledger and subsidiary accounts;
- preparing monthly trial balances and financial reports;
- reviewing procedures related to the automated accounting system; and/or
- reviewing, for completeness, financial data from various sources.

Factor I, Knowledge Required by the Position Level 1-5, 750 points

This position requires:

- knowledge of the concepts and principles of financial management; and
- basic knowledge of automated accounting systems sufficient to:
 - perform developmental assignments; and
 - develop familiarity with the organizations financial management system and the operation of Federal programs.

Factor 2, Supervisory ControlsLevel 2-1, 25 points

The employee works under the direction and continuing supervision of a higher-graded employee in the Bureau Finance Office who provides specific instructions that cover all aspects of the assignment.

The employee carries out recurring assignments independently. The higher-grade employee reviews all assignments in progress and when completed for accuracy, conformance to organizational and procedure, and adherence to instructions.

Factor 3, GuidelinesLevel 3-1, 25 points

Guidelines consist of established precedents, standards, laws, regulations, and organizational policy. The employee receives specific guidance from a higher-level employee, who is readily available to answer questions. All deviations are referred to a higher-level employee.

Factor 4, ComplexityLevel 4-2, 75 points

Work involves conducting specific tasks designed to give the employee experience in the practical application of theory and basic principles of financial management.

Decisions regarding what needs to be done follow well-established financial management practices and established procedures within the organization. Actions to be taken or responses to be made are based on factual differences such as the type of information needed on balance sheets.

Factor 5. Scope and EffectLevel 5-1, 25 points

Work involves performing a variety of specific routine tasks intended to help train the employee in the application of financial management concepts and practices and to familiarize the employee with the particular programs, procedures and functions of the organization.

The work facilitates the work of other employees within the immediate organizational unit.

Factor 6, Personal Contacts and Factor7. Purpose of Contacts Level IA, 50 points

Contacts are made with other employees, including support personnel, in the immediate office or related units within the organization. Contacts are made to acquire or exchange information or facts needed to complete assignments.

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 Environment Level 9-1, 5 points

Work is performed in an office setting with adequate light, heat, and ventilation.

TOTAL POINTS: 940

GRADE CONVERSION: GS-05