

0501,Financial Specialist,GS-07

Based on PD Tracking Number 0002161

PD Tracking Number 0002162

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

Introduction

As an advanced trainee, the employee in this position assists higher-grade financial analysts and/or accountants in the performance of any aspect of the full range of financial and accounting work.

Major Duties

The employee performs a variety of routine technical and recurring financial management tasks that are structured to increase the employees competence in the application of financial management and accounting principles, procedures, and techniques. Duties typically include the following:

- examining financial 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;
- adjusting differences between the general ledger and subsidiary accounts;
- closing entries;
- preparing monthly trial balances and financial reports; and/or
- analyzing financial and statistical data from a variety of sources.

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

This position requires:

- knowledge of financial management and accounting principles, practices, methods, and techniques;
- knowledge of Federal financial and accounting regulations, procedures, policies, and precedents;
- knowledge of procedures to enter, modify, retrieve, and delete information in an automated financial management system;
- knowledge of the Department-wide financial system and reporting requirements of other agencies such as GAO, OMB, and Treasury; and

ability to use various types of software such as word processing, spreadsheets, local area networks, and macro techniques;

sufficient to:

perform a variety of routine financial management assignments:

participate in planning and conducting financial management studies;

conduct limited financial reviews;

determine compliance with established financial management and accounting principles and standards;

identify minor system problems;

assist in the correction of internal control and reporting weaknesses; and prepare various types of financial and narrative reports, including analyzing, preparing, and entering accounting entries.

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

The employee works under the supervision of a higher graded employee in the Bureau Finance Office who:

makes assignments;

provides direction and guidance; and

suggests techniques for handling unusual problems and situations.

The employee, working independently:

conforms to established financial management and accounting practices and organizational procedures; and,

refers problems to the higher level employee for help or decision.

The higher-grade employee reviews completed work for accuracy, conformance to organizational policy and procedure, and adherence to instructions.

Factor 3, Guidelines Level 3-2, 125 points

Guidelines consist of established precedents, standards, laws, regulations, and organizational policy.

The employee must use judgment in choosing between guidelines that are specific to most work situations. Assistance is readily available from higher-level employees.

Factor 4, Complexity Level 4-3, 150 points

Work involves applying a wide variety of established financial management processes and

practices to a wide variety of work situations.

Decisions regarding what needs to be done require analysis of phases of accounting and financial management systems and functions for programs that are stable where precedent issues are known and where few conflicts in determining treatment of financial transactions or content and format of reports exist.

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

Work involves performing a variety of specific routine financial management tasks. Work affects the accuracy, completeness, and reliability of other financial and accounting transactions.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 2A, 45 points

Contacts are with employees both inside and outside the immediate organization, e.g., administrative officers, budget analysts, and IT personnel.

Contacts are made to acquire or exchange information or facts needed to complete assignments.

Factor 8, Physical Demands Level 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: 1480

GRADE CONVERSION: GS-07