

| POSITION DESCRIPTION  |  |   |  |   |       |         |      |
|---|--|---|--|---|-------|---------|------|
| 1. Position Number  |  |   | 2. Explanation (show any positions replaced)                               |   |       |         |      |
| 3. Reason for Submission<br><input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other  |  |   |  |   |       |         |      |
| 4. Service<br><input type="checkbox"/> HQ <input type="checkbox"/> Field  | 5. Subject to Identical Addition (IA) Action<br><input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent) |   |  |   |       |         |      |
| 6. Position Specifications<br>Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | 7. Financial Statement Required<br><input type="checkbox"/> Executive Personnel-OGE-278<br><input type="checkbox"/> Employment and Financial Interest-OGE-450<br><input type="checkbox"/> None required |  | 10. Position Sensitivity and Risk Designation<br><u>Non-Sensitive</u><br><input type="checkbox"/> Non-Sensitive: Low-Risk<br><u>Public Trust</u><br><input type="checkbox"/> Non-Sensitive: Moderate-Risk<br><input type="checkbox"/> Non-Sensitive: High-Risk<br><u>National Security</u><br><input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk<br><input type="checkbox"/> Noncritical-Sensitive: High-Risk<br><input type="checkbox"/> Critical-Sensitive: High-Risk<br><input type="checkbox"/> Special Sensitive: High-Risk |       |         |      |
|   |  | 8. Miscellaneous<br>Functional Code: --<br>BUS: --  | 9. Full Performance Level<br>Pay Plan:<br>Grade:                           |   |       |         |      |
| 11. Position is<br><input type="checkbox"/> 2-Supervisory<br><input type="checkbox"/> 4-Supervisor (CSRA)<br><input type="checkbox"/> 5-Management Official<br><input type="checkbox"/> 6-Leader: Type I<br><input type="checkbox"/> 7-Leader: Type II<br><input type="checkbox"/> 8-Non-Supervisory  |  | 12. Position Status<br><input type="checkbox"/> Competitive <input type="checkbox"/> SES<br><input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST                       |  | 15. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt  |       |         |      |
|   |  | 13. Duty Station  | 14. Employing Office Location  |   |       |         |      |
|   |  | 16. Cybersecurity Code<br>#1:                    #2: --                    #3: --   | 17. Competitive Area Code:<br>Competitive Level Code:                      |   |       |         |      |
| 18. Classified/Graded by  | Official Title of Position   |   | Pay Plan   | Occupational Code   | Grade | Initial | Date |
| a. Department, Bureau, or Office  |  |   |  |   |       |         |      |
| b. Second Level Review  |  |   | --   |   | --    |         |      |
| 19. Organizational Title of Position (if different from, or in addition to, official title)   |  |   | 20. Name of Employee (if vacant, specify)                                  |   |       |         |      |
| 21. Department, Agency, or Establishment<br>U.S. Department of the Interior   |  |   | c. Third Subdivision   |   |       |         |      |
| a. Bureau/First Subdivision   |  |   | d. Fourth Subdivision  |   |       |         |      |
| b. Second Subdivision   |  |   | e. Fifth Subdivision   |   |       |         |      |
| 22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations. |  |   |  |   |       |         |      |
| a. Typed Name and Title of Immediate Supervisor   |  |   | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |   |       |         |      |
| Signature   |  | Date  | Signature  |   | Date  |         |      |
| 23. Classification/Job Grading Certification. 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.  |  |   | 24. Position Classification Standards Used in Classifying/Grading Position |   |       |         |      |
| Typed Name and Title of Official Taking Action  |  |   |  |   |       |         |      |
| Signature   |  | Date  |  |   |       |         |      |
| 25. Position Review   | Initials   | Date  | Initials   | Date  |       |         |      |
| a. Supervisor   |  |   |  | Information for Employees. 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.  |       |         |      |
| b. Classifier   |  |   |  |   |       |         |      |
| 26. Remarks   |  |   |  |   |       |         |      |

**DOI Standard PD  
PD# DF00200**

**Classification: Financial Specialist, GS-501-13**

**Introduction:**

The incumbent of this position serves as a senior Financial Specialist, utilizing a vast knowledge of accounting and financial management principles and procedures in completing complex assignments.

**Major Duties and Responsibilities:**

Performs a variety of top-level bureau functions, to include participating in decision-making sessions with top bureau management officials, and advises 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. Coordinates the resolution of accounting system problems arising from factors such as changes in legislation, the needs of program managers, Departmental emphasis, and standardization among Interior bureaus. Provides interpretive guidance to other accounting and financial management staff and functional representatives. Prepares organization comments on GAO, OMB, and Treasury proposals; preparing policies, procedures, and guidelines on administrative accounting functions for use by program staff and technical personnel. Devises 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. Plans, analyzes, and determines programmatic/ financial relationships. Develops organizational accounting and financial policy that may cover the full realm of accounting and financial activities, and the requirements of laws and regulations. Develops policy and guidelines for program users and provides authoritative policy interpretations and functional recommendations in the implementation of new legislative and regulatory requirements. Develops systems and procedures for bureau-wide implementation of laws, standards, regulations, and policies. Advises 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. Prepares, or overseeing the preparation of, the bureau's annual financial statements required by the CFO Act, ensuring that the financial statements meet prescribed standards with form and content. Provides 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. Analyzes, interprets, and implements accounting standards developed by FASAB and prescribed by GAO and OMB, advising management on the implications of the new standards and expected impacts on the bureau in implementing new standards, coordinating with bureau financial and program officials to ensure effective implementation of required accounting standards. Develops and performs ongoing analyses and interpretation of financial data in the general ledger to determine if the information

is accurate, complete, and informative to management. Performs specific analyses to ensure that the general ledger is maintained to provide the quality and reliability of information sufficient to preclude audit qualifications on the bureau's CFO financial statements. Analyzes the requirements of the governmentwide Standard General Ledger (SGL) Board and develops new accounts, posting rules/models, policy, and instructions to ensure bureau compliance with standards. Participates actively as the bureau's representative on the SGL Board and other Departmental teams to ensure the bureau's unique accounting and information requirements are considered and included in the promulgation of standards. Develops and maintains a complex of automated subsystems to produce accounting and financial information, and defining systems specifications. Coordinates the resolution of accounting system issues arising from such factors as changes in legislation, regulation, and accounting standards. testing systems changes to ensure they do not compromise reporting requirements; evaluating proposals to integrate the accounting system with interfacing administrative support and functional program information systems. Analyzes 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**

Mastery knowledge and skill in applying, financial management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Expert knowledge of Federal accounting principles, practices, and standards.

Comprehensive knowledge of the Chief Financial Officer's 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 comprehensive knowledge of the Interior financial management system and/or bureau financial management operations and activities.

Extensive skill in oral and written communications.

Extensive skill and knowledge of personal computer-based software for account analysis and reporting sufficient to devise, plan, and complete complex bureau-wide studies and write reports, operating procedures, and guidelines that serve as authoritative guides and precedents for other financial specialists in bureau headquarters and regional and local offices.

Extensive knowledge to develop necessary bureau-wide policies, procedures, practices, and guidelines needed to produce financial statements and reports.

**Factor 2, Supervisory Controls****Level 2-4 450 points**

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and scope of assignment, including possible stages and approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of assignments. Interprets regulations on own initiative and applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems. Resolves most of the conflicts that arise and keeps the supervisor informed of progress and of potentially controversial matters. Work is reviewed for soundness of overall approach, effectiveness in meeting requirements, and adherence to requirements.

**Factor 3, Guidelines****Level 3-4 450 points**

Guidelines are broad and nonspecific and are stated in terms of goals to be accomplished rather than the approach to be taken. Examples of guidelines include OMB circulars, Department of Treasury regulations, Comptroller General decisions. The employee uses initiative and resourcefulness in acquiring information, analyzing and interpreting the available guidance, and devising methods to accomplish tasks.

**Factor 4, Complexity****Level 4-5 325 Points**

Work is extremely diverse and assignments are complex. The employee must function in a broad interdisciplinary context as the work concerns a field of rapidly evolving technology as well as changing practices. Performs a wide-variety of activities, to include interpreting and applying complex guidelines; designing and modifying accounting and financial management sub-systems as they interface with other sub-systems, and eventually, the overarching Departmental system; establishing or evaluating system enhancements of central importance to the bureau; resolving extremely stubborn financial management problems involving conflicting demands from such conditions as funding priorities, economic interest, public interest, or equivalent concerns; serving 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 Effect****Level 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 financial regulations; solves significant problems in the development of systems and sub-systems, 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 bureau's 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 management's financial information needs.

***Factor 6/7, Personal Contacts and Purpose of Contacts***

***Level 3c-180 points***

Contacts are with financial management officials of the Department and bureaus, the Department of the Treasury, OMB, and private firms. Some contacts are not routine and depend on events which are sometimes not predictable. The contacts vary with respect to purpose; ground rules for conducting the contacts likewise vary.

The purposes of contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues. Defends alternative methods of financing substantive program operations or their distribution of appropriated funds and programs; negotiates and resolving controversial financial and program issues of considerable significance; provides training, giving advice, resolving operating problems, obtaining information, and providing assistance to program managers regarding pertinent financial matters; and resolves difficult and complex problems in collaboration with the necessary contacts.

**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 - 3290**

**Grade Conversion-GS -13 (3155-3600)**