

POSITION DESCRIPTION							
1. Position Number			2. Explanation (show any positions replaced)				
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other							
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)						
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk			
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:				
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
		13. Duty Station	14. Employing Office Location				
		16. Cybersecurity Code #1:                      #2: --                      #3: --	17. Competitive Area Code: 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 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		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.	
a. Supervisor							
b. Classifier							
26. Remarks							

**DOI Standard PD  
PD# DF00100**

**Classification: Financial Specialist, GS-501-14**

**Introduction:**

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

**Major Duties and Responsibilities:**

Performs a variety of top-level accounting and financial management functions in the formulating and communicating a variety of major financial management policies, practices, techniques, and procedures that guide financial work throughout the bureau headquarters and subordinate management levels and organizations. Identifies formal bureau-level policies and procedures in need of revisions, developing and recommending proposed changes, and analyzing the impact of these changes. Participates in decision-making sessions with top organizational 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. Plans, develops, and coordinates financial management improvements necessary to comply with OMB directives and legislation. Coordinates the resolution of accounting system problems arising from such 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 and oversees the preparation of, or coordinating organizational 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. Develops organizational accounting and financial policy that may cover the full realm of accounting and financial activities, and the requirements of laws and regulations; developing policy guidelines for program users. Provides authoritative policy interpretations and functional recommendations in the implementation of new legislative and regulatory requirements. Develops systems and procedures for organization-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 oversees the preparation and coordination of annual financial statements required by the CFO Act, ensuring that the financial statements meet prescribed standards. 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 oversees the implementation of accounting standards developed by GAO, and OMB, advising management on the implications of the new standards and expected impacts relative to implementation, coordinating with 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, or oversees the performance of, specific analyses to ensure that the general ledger is maintained to provide the quality and reliability of information sufficient to preclude audit qualifications on CFO financial statements. Analyzes the requirements of the governmentwide Standard General Ledger (SGL) Board and developing, or overseeing the development of, new accounts, posting rules/models, policy, and instructions to ensure compliance with standards. Participates actively as a member of the SGL Board and other Departmental teams to ensure that bureaus' unique accounting requirements are considered and included in the promulgation of standards.

- developing and maintaining, or overseeing the development and maintenance of, a complex of automated subsystems to produce accounting and financial information, and defining systems specifications;
- coordinating the resolution of accounting system issues arising from such factors as changes in legislation, regulation, and/or accounting standards; testing systems changes to ensure that they do not compromise reporting requirements; evaluating proposals to integrate the accounting system with interfacing administrative support and functional information systems; and/or
- analyzing operations, financial systems, periodic and special reports and systems

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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.

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

**Factor 2, Supervisory Controls**

**Level 2-5 650 points**

The supervisor provides administrative and policy direction in broadly defined terms. The employee with maximum independence and discretion, plans, designs, interprets policy, and completes major program activities; has responsibility for exercising sound, independent judgment and decision making; and is considered a technical authority and is expected to handle most operating problems independently. Results of the work are considered technically correct and are normally accepted without significant change. Work is evaluated in terms of fulfillment of broad missions and goals.

**Factor 3, Guidelines**

**Level 3-5 650 points**

Guidelines include policies, regulations, and standards contained in bureau and Departmental Manuals and directives; Treasury Financial Manuals; OMB Circulars; GAO Office Manuals; the Joint Financial Management Improvement Program; and public laws. These guidelines often require extensive interpretation to develop bureau specific policy statements, regulations, and instructions. The employee must use a high degree of professional judgment and ingenuity in interpreting guidelines for application to mission programs to achieve successful implementation of Departmental and bureau goals. This often requires problem solving of a precedent-setting nature.

**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 - 3690**

**Grade Conversion - GS-14 (3605-4050)**