

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		
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD
PD# DF00500**

Classification: Financial Specialist, GS-501-9

Introduction:

The purpose of this position is to assist higher graded financial analysts, accountants and other bureau financial management employees in providing accounting and financial management services to the bureau.

Major Duties and Responsibilities:

Participates in the planning and performance of financial management studies that involve the analysis of interrelated administrative processes of budgetary, financial, procurement, and property management functions; recommending adaptation of established procedures eliminate problems or to improve the operations under study; participating in the review and evaluation of financial systems or effectiveness of internal controls and integrity of the organization's financial information; analyzing processing flows, reviewing data in reports and financial statements, and identifying abnormal trends and control weaknesses; reviewing and reconciling internal reports produced by the financial management system in order to determine compatibility of prior month status, and processes adjustments to correct or update reports; and/or preparing straightforward reports and statements that contain timely, accurate, and essential financial management information.

Factor 1, Knowledge Required by the Position

Level 1-6 950 points

Knowledge of, and the ability to apply financial management concepts, principles and techniques.

Knowledge of the Department-wide financial system and the reporting requirements of other agencies such as GAO, OMB, and the Department of the Treasury.

Knowledge of the Federal budget process and appropriation structures sufficient to: participate in the planning and performance of financial studies; conduct limited financial reviews, determine compliance with generally accepted financial principles and standards, and identify minor problems; assist in the correction of internal control and reporting weaknesses; and monitor fiscal year and quarterly limitations on apportionments and obligations.

Factor 2, Supervisory Controls

Level 2-3 275 points

The supervisor assigns work with guidance on organizational policy, priorities, and deadlines; and provides assistance on controversial issues or on application of analytical methods for which precedents are not available. The employee plans and carries out assignments independently.

The supervisor reviews completed work for conformance with overall requirements, timeframes, consistency of facts, complete development of issues, analytical methods used, and recommendations made.

Factor 3, Guidelines

Level 3-3 275 points

Guidelines include OMB, GAO, Treasury, FASAB, Interior, and bureau directives, circulars, and precedent-setting decisions. The employee independently selects, interprets, and applies the guides; modifies, adapts, and makes compromises to meet the requirements of the assignment; and exercises judgment in applying standard financial management practices to new situations, and in relating new work situations to precedent ones.

Factor 4, Complexity

Level 4-3 150 Points

Work involves applying a wide variety of established accounting and financial management processes and practices to work situations that may include involvement on bureau-wide teams. The employee analyzes and evaluates the current status of accounting and financial management reporting systems; advises financial managers and program managers on financial policy and procedures; may work with such fund sources as working capital funds, one-year, multi-year, and no-year appropriations, trust activities, available receipts, and investment activity; recognizes problems with the existing accounting system, recommends changes, and integrates or implements approved improvements developed in-house or elsewhere; prepares a number of regulatory and special purpose management financial or statistical reports, ensuring accuracy and timeliness; and/or compares and benchmarks best practices of both public and private financial operations with Federal agency financial management practices. Decisions require analysis and evaluation of records, documents, and relevant data where financial management objectives are known, programs are relatively stable, and data findings are usually not in conflict.

Factor 5, Scope and Effect

Level 5-3 150 points

Work may involve identifying financial management and accounting problems in the automated system, on such things as inadequate maintenance of funds control, inaccurate records and reports, and/or improper methods of document control; reconciling automated accounting data; and/or analyzing internal controls. Work affects organizational compliance with regulatory requirement; and the availability of financial data.

Factor 6/7, Personal Contacts and Purpose of Contacts

Level 2b-75 point

Typical contacts are with officials in the bureau, CFO auditors, Interior financial management officials, and other Federal, public, and private financial management program representatives. The purposes of contacts are to exchange information, coordinate work, and resolve problems.

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 - 1885

GRADE CONVERSION - GS -09 (1555-2100)