

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: --			
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# DF01500**

Classification: Accountant, GS-510-11

Introduction:

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

Major Duties and Responsibilities:

The employee performs a wide variety of duties such as planning and conducting financial management studies that involve the analysis of interrelated administrative processes; recommending adaptation of established procedures to eliminate problems or to improve the operations under study; reviewing and evaluating financial systems for effectiveness of internal controls and integrity of the organization's financial information; analyzing processing flows, integration of external system interfaces and internal system modules; reviewing data in reports and financial statements and identifying abnormal trends and control weaknesses; reviewing and analyzing financial reports generated by the financial system, identifying problems and discrepancies, and determining if adjustments or corrections are required; participating in the preparation of recurring financial management reports, statements, and supporting justifications by performing problem analysis, documentation, and adapting financial management procedures to satisfy reporting requirements; and/or evaluating financial system software by preparing test scenarios for new releases, enhancements and existing features of the software, and by conducting actual testing and documenting results.

Factor 1, Knowledge Required by the Position

Level 1-7 1250 points

Professional and knowledge of accounting theories, practices, methods, and techniques.

Knowledge and understanding of Bureau, Departmental, Treasury, OMB, and GAO directives, guides, report systems, and precedents.

Ability to work with a team, including the ability to plan and schedule work, define and streamline processes, produce results, and direct and develop team members.

Demonstrated skill in building and maintaining effective relationships with other employees, customers, and stakeholders, e.g., Treasury, OMB, agency managers, and budget officers.

Knowledge of, and skill in applying, appropriation laws, financial regulations, Comptroller General decisions, and policies pertaining to government accounting principles and concepts.

General knowledge of Annual Financial Reports as published by private as well as public companies and Federal agencies.

Knowledge of automated accounting systems.

Knowledge of auditing procedures.

Ability to use personal computer applications such as word processing, spreadsheets, local area networks, and macro techniques sufficient to: serve as an accountant responsible for covering financial operations of the bureau; interpret and apply directives, guides, report systems, and precedents to a variety of accounting transactions and to work with others to determine appropriate methods of implementation;

query systems for information, recognize, analyze, and develop corrective action for any discrepancies identified, and/or develop and test enhancements to systems; compare and benchmark best practices from private industry and other government organizations with the bureau's main financial system; and/or verify financial statement assertions and accompanying notes, general ledger balances, and allotment ledger data; efficiently utilize word processing and spreadsheet programs.

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 and his/her own initiative; 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 objectives, and adherence to requirements.

Factor 3, Guidelines

Level 3-3 275 points

Incumbent is guided mainly by policies, regulations, and legal authorizations and restrictions of the bureau, Department of the Interior, GAO, Department of Treasury, and OMB. Broad general technical guidance and coordination are received from the Department to assure Departmental uniformity in accounting concepts, procedures, and systems development. 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 accounting and financial management practices to new situations and relating new work situations to precedent ones.

Factor 4, Complexity

Level 4-4 225 Points

Work involves applying many different and unrelated processes and methods to a broad range of activities. The employee solves accounting and financial management problems in particularly difficult and responsible circumstances; advises financial managers and program managers on financial policy and procedures; recognizes problems with the existing accounting system, recommends changes, and integrates or implements improvements developed in-house or elsewhere; prepares and directs the preparation of a number of regulatory and special purpose management financial or statistical reports, ensuring that they are accurate and timely; and acts as liaison between CFO auditors and bureau staff ensuring accuracy and consistency of information provided. The employee must be adept at conceiving new strategies for the solution of accounting problems in an environment characterized by complex and variable programs supported.

Factor 5, Scope and Effect

Level 5-3 150 points

Work involves identifying accounting problems in the automated accounting system, inadequate maintenance of funds control, inadequate 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 requirements; the availability of accounting data; and/or the efforts of senior accountants who manage the operation of the automated accounting system.

Factor 6/7, Personal Contacts and Purpose of Contacts

Level 3b-110 points

Contacts are with officials of the Department and bureaus, the Department of 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 plan, arrange, coordinate, or advise on work efforts, arrange for meetings to obtain information, and, as required, to obtain data to verify questionable items.

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. Travel is required.

Total Points – 2470

Grade Conversion - GS -11 (2355-2750)