

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				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#

DF01300

Developmental Position

Classification: Accountant, GS-510-7

Introduction:

The incumbent of this position serves as an advanced trainee accountant, utilizing a professional knowledge of accounting principles and procedures in carrying out developmental assignments.

Major Duties and Responsibilities:

Performs a variety of routine technical accounting tasks that are structured to increase the employee's professional competence in the application of accounting principles, procedures, and techniques. Examines accounting documents for proper accounting classification and authorization. Performing reconciliations through analyzing a variety of accounts. Enters and processes data into various accounts and the general ledger. Adjusts differences between the general ledger and subsidiary accounts and closing entries. Prepares monthly trial balances and financial reports. Develops automated accounting instructions and procedures for routine Transactions and analyzes financial and statistical data from domestic and/or foreign business firms.

Factor 1, Knowledge Required by the Position

Level 1-6 950 points

Professional knowledge of accounting concepts, principles, practices, methods, and techniques of the specialty.

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

Knowledge of automated accounting system design and operation.

Ability to work as part of a team.

Ability to use various types of software such as word processing, spreadsheets, local area networks, and macro techniques sufficient to: participate in planning and conducting accounting and financial management studies; conduct limited financial reviews; determine compliance with generally accepted accounting principles and standards; identify minor system problems; assist in the correction of internal control and reporting weaknesses; prepare various types of financial and narrative reports, including analyzing, preparing, and entering accounting entries; and plan and schedule work, including isolating and streamlining processes.

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 accounting and financial management 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 which 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 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 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, multiyear, 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 accounting objectives are known, programs are relatively stable, and data findings are usually not in conflict.

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

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

Factor 6/7, Personal Contacts and Purpose of Contacts**Level 2a-45 points**

Contacts are with employees both inside and outside the immediate organization to include 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. Travel is required.

Total Points - 1480

Point Range: 1355-1600 = GS-7