

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET

RECOMMENDED					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT (Optional)		

OFFICIAL						
10. TITLE Accounting Technician						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	525		06	MONTH/DAY/YEAR	YES	NO
				4/22/02		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the 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 appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.			
19. Supervisor's Signature		20. Date	22. Second Level Supervisor's Signature
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-4	550	6. Personal Contacts	6-2	25
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-1	20
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-2	75	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS		1155
Grade based on JFS for Clerical & Technical Accounting & Budget Work, GS-0500C dtd 12/97				28. GRADE	28. 06

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. Signature /S/ MARILYN STETKA	30. Date 4/22/02
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks FLSA: N No known promotion potential Standard Job#525-06	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 06	6. IP NO. (8)

B. MASTER RECORD										
1. PAY GS	2. OCC.SER (4) 525	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) ACCTG TECHNCN						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION																								
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392			3. POS. SCHED. (1) A=Sched A B=Sched B			4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 06AA														
6. WK. TITLE CD. (4)		7. WK TITLE (38)																						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE																
10. TARGET GD. (2) 06		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02										
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other																
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)		
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td style="width: 33%; border: none;">Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.</td> <td style="width: 33%; border: none;">Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other</td> </tr> </table>										Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other	30. CLASSIFIER'S SIGNATURE										31. DATE	
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32. REMARKS Standard Job #525-06

**Accounting Technician
GS-525-6**

Standard Job #525-06

A. Major Duties

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Receives obligating documents such as purchase orders, travel vouchers, requisitions, and contract documents and reviews same for correct object class and accounting codes, and program codes making appropriate corrections where required. Maintains subsidiary records as necessary to track obligating documents.

Inputs data into Agency automated system, analyzes and manipulates data to prepare ad hoc reports as may be required to respond to inquiries, and obtains outputs for obligation and fund status reporting purposes. Reconciles these reports with the reports obtained from the Central Accounting System (CAS) of the National Finance Center (NFC), and as required, assists the fund holder in their review of reports.

Maintains records of fund availability pertinent to each account serviced.

Establishes projects, and adjusts cost estimates for recurring charges, e.g. cost of utilities, rentals, and research support agreements.

Reconciles documents against transaction ledgers verifying the completeness and accuracy of the accounting data and takes corrective action as required.

Prepares detailed financial and summary statements for account holders and furnishes current fund balance upon demand.

Prepares and maintain subsidiary records as necessary to track complex obligating documents.

Performs other related duties as assigned. These duties may include preparation of travel documentation including authorization, providing advice to travelers of routine travel matters, travel vouchers for foreign and domestic travel; serving as alternate imprest fund cashier; typing memos, forms, and charts from handwritten copy into final form.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-4, 550 points)

Knowledge of an extensive body of accounting procedures and techniques required to

**Accounting Technician
GS-525-6**

Standard Job #525-06

maintain a group of operating accounts, within an accounting system that has an extensive account structure.

Knowledge of Agency accounting terminology, policies, procedures, regulations, documents, and account structures.

Knowledge of the automated system, fiscal account code structure and procedures to provide ad hoc one-time reports and provide account information.

Ability to analyze numerous accounts and determine the need for and the type of adjustments necessary to reconcile and balance the accounts.

Ability to operate a computer keyboard in order to input accounting data into the Agency system and prepare reports.

2. Supervisory Controls (FLD 2-3, 275 points)

Work is assigned by the supervisor with standing instruction on objectives, priorities, and deadlines. The incumbent carries out daily work assignments independently, uses accepted practices or procedures to resolve minor problems and deviation, and seeks guidance in resolving major problems from the supervisor or higher graded employee. Review of work is accomplished by spot checking for technical soundness and conformity to Agency policy and requirements.

3. Guidelines (FLD 3-2, 125 points)

Guidelines include Agency regulations and control accounts (CA) procedures, NFC Procedural Manual, FMD guidance and directives and generally accepted accounting procedures.

The employee must use judgement in selecting and applying guidelines to the various situations and in detecting errors.

4. Complexity (FLD 4-2, 75 points)

Assignments include a variety of transactions and documents including but not limited to purchase orders, travel vouchers, requisitions and contract documents.

**Accounting Technician
GS-525-6**

Standard Job #525-06

Transactions are usually readily verified and do not present difficulties in identification. Some charges are split over two or more accounts and contract costs must be carefully monitored as to estimated costs versus actual costs.

Occasionally incumbent must check several different sources to resolve errors or identify documents.

5. Scope and Effect (FLD 5-2, 75 points)

The purpose of the work is to track obligations and commitments against fund availability and thus to provide a mechanism for the manager to control his/her funds and to provide fund status information on which funding and program decisions can be made.

Work affects the accuracy, timely submission, adequacy, and acceptability of accounting and budget support covering the program and administrative activities conducted by the organization. Work also affects the timely availability of funds to continue the conduct of mission-oriented functions in a field location.

6. Personal Contacts (FLD 6-2, 25 points)

Contacts are with employees within the immediate organization, employees within the Agency serviced by the incumbent, Administrative and Financial Management employees, and the National Finance Center.

7. Purpose of Contacts (FLD 7-1, 20 points)

Contacts are for the purpose of receiving or furnishing accounting information on status of funds and to resolve or clarify problems. Further, contacts are made for correcting errors in the accounting system.

8. Physical Demands (FLD 8-1, 5 points)

The work is primarily sedentary.

**Accounting Technician
GS-525-6**

Standard Job #525-06

9. Work Environment

(FLD 9-1, 5 points)

The work is performed in an office setting.

C. Other Considerations (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____

Total Points: 1155

Grade Conversion: GS-6