

**ACCOUNTING TECHNICIAN**  
**GS-525**

This series includes account maintenance clerical and accounting technician support positions requiring a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Positions in this series require a knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms, and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

## ACCOUNTING TECHNICIAN – ENTRY LEVEL

| <b>Competencies</b>  | <b>Developmental Areas</b>   | <b>Training Resources and Developmental Recommendations</b>   |
|--|--|---|
| <p>Knowledge of standardized, established accounting procedures, and techniques.</p> <p>Knowledge of accounting terminology, policies, standard procedures, and regulations.</p> <p>Skill in working with automated accounting systems.</p> <p>Ability to learn to detect and analyze simple data errors.</p> <p>Ability to learn software packages used to perform accounting functions.</p> <p>Skill in reconciling LOTS to CAS.</p> | <p><b>Communications Management</b></p> <p><b>Financial Management</b></p> <p><b>Human Resource Management</b></p> <p><b>Systems/Technology Management</b></p> | <p><b><u>TRAINING RESOURCES:</u></b></p> <p><b>Basic Communications Skills; Accounting for Non-Accountants; and Introduction to Federal Accounting</b><br/>USDA Graduate School</p> <p><b>ARS Financial Management Training including FFIS, LOTS, and SAMS</b><br/>In-House Training (Financial Management Division) and National Finance Center</p> <p><b>Civil Rights</b><br/>In-House Training (Equal Employment Opportunity Office)</p> <p><b>Workplace Violence and Ethics Training</b><br/>In-House Training (Human Resources Division/Location)</p> <p><b>WordPerfect</b><br/>In-House Training (Information Technology Division)</p> <p><b>GroupWise</b><br/>In-House Training (Information Technology Division)</p> <p><b>Lotus/Excel</b><br/>In-House training (Information Technology Division)</p> <p><b><u>DEVELOPMENTAL RECOMMENDATIONS:</u></b></p> <p>Planning for Career Advancement<br/>Consider Basic Math Courses and/or Math Refresher</p> |

## ACCOUNTING TECHNICIAN – INTERMEDIATE LEVEL

| <b>Competencies</b>  | <b>Developmental Areas</b>  | <b>Training Resources and Developmental Recommendations</b>  |
|--|---|--|
| <p>Knowledge of accounting procedures and techniques.</p> <p>Knowledge of Agency accounting terminology, policies, standard procedures, and regulations.</p> <p>Knowledge of complex automated accounting systems and procedures.</p> <p>Skill in analyzing numerous accounts and determining needs for adjustments.</p> <p>Ability to learn methods of maintaining and analyzing salary data.</p> <p>Ability to learn budget formulation and execution process.</p> <p>Ability to learn CAS/NFC Payment System/Reconciliation Process.</p> <p>Ability to learn to locate and apply reference material applicable to specific transactions.</p> <p>Ability to learn Government Commercial Credit Card Program.</p> | <p><b>Communications Management</b></p> <p><b>Financial Management</b></p> <p><b>Human Resource Management</b></p> <p><b>Procurement Management</b></p> <p><b>Systems/Technology Management</b></p> | <p><b><u>TRAINING RESOURCES:</u></b></p> <p><b>Interpersonal Communications</b><br/>American Management Association<br/>SMART Center</p> <p><b>Listening and Memory Development; Budget Execution; and Budget Formulation</b><br/>USDA Graduate School</p> <p><b>Principles of Accounting I</b><br/>Local Community College</p> <p><b>Civil Rights</b><br/>In-House Training (Equal Employment Opportunity Office)</p> <p><b>Workplace Violence and Ethics Training</b><br/>In-House Training (Human Resources Division/Location)</p> <p><b>PCMS Training</b><br/>In-House Training (Procurement and Property Division)</p> <p><b>Lotus/Excel - Level II</b><br/>In-House Training (Information Technology Division)</p> <p><b><u>DEVELOPMENTAL RECOMMENDATIONS:</u></b></p> <p>Planning for Career Advancement<br/>Effective Writing<br/>Shadow a Senior/Lead Accounting Technician</p> |

## ACCOUNTING TECHNICIAN– ADVANCED LEVEL

| <b>Competencies</b>   | <b>Developmental Areas</b>   | <b>Training Resources and Developmental Recommendations</b>   |
|---|--|---|
| <p>Knowledge of accounting procedures and techniques.</p> <p>Knowledge of budget formulation and execution processes.</p> <p>Knowledge of the CAS/NFC Payment System/Reconciliation Process.</p> <p>Ability to use reference material applicable to specific transactions.</p> <p>Ability to examine and verify data and draw conclusions.</p> <p>Skill of internal control for the purpose of safeguarding government resources.</p> | <p><b>Communications Management</b></p> <p><b>Financial Management</b></p> <p><b>Human Resource Management</b></p> | <p><b><u>TRAINING RESOURCES:</u></b></p> <p><b>Communicating for Results; Briefing Techniques; Report Writing; Budget Analysis Workshop; and Introduction to Federal Budgeting</b><br/>USDA Graduate School</p> <p><b>ARMPS</b><br/>In-House Training (Financial Management Division)</p> <p><b>Principles of Accounting II</b><br/>Local Community College</p> <p><b>Principles of Auditing</b><br/>Local Community College</p> <p><b>Civil Rights</b><br/>In-House Training (Equal Employment Opportunity Office)</p> <p><b>Workplace Violence and Ethics Training</b><br/>In-House Training (Human Resources Division/Location)</p> <p><b><u>DEVELOPMENTAL RECOMMENDATIONS:</u></b></p> <p>Planning for Career Advancement<br/>Shadow a Budget Analyst</p> |