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Accounting Technician 04

GS-0525-04

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

Provides basic technical support for accounts which generate a limited variety of transactions, or require less than the full range of accounts, or require few subdivisions. Handles less than the full range of accounts and subsidiary accounts using similar transactions or procedures.

II. MAJOR DUTIES AND RESPONSIBILITIES

Typical assignments include but are not limited to classifying accounting transactions; maintaining and reconciling accounts; verifying availability of funds and appropriation codes; closing accounts and preparing reports and statements; and examining accounts.

Codes and enters transactions in automated/manual accounting system(s). Reviews reports and corrects errors.

Establishes and maintains a variety of automated and manual files. Gathers and/or summarizes data for various reports for internal use or use by other offices.

Receives formal and/or on-the-job training in the functions and operations of the organization, agency policies, regulations, and the specialty of the unit. Works with more experienced staff providing all or some of the duties.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 pts.

Knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; DOC and serviced organization accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques to classify accounting transactions, and maintain and reconcile records.

Knowledge of bookkeeping and accounting methods, documents, codes, terms, and techniques to classify, verify, obligate, and reconcile a variety of expenditure and collection transactions in manual and/or automated systems.

Knowledge of appropriations and allotments for a variety of financial obligations and debits.

Knowledge of client organizations' accounting structure and automated system(s).

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

Supervisor or other designated employee provides instructions for new procedures, policies or regulations, and unusual assignments. Employee performs recurring work independently. Work is spot checked for accuracy and compliance with guidelines. Technical guidance may also be provided by more experienced office staff.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines consist of regulations, agency accounting manuals, local procedures and directives, and instructions for computer terminal operation. Judgment is required to recognize differences among similar situations, and to locate, identify, select and apply appropriate guidance. Situation in which existing guidelines cannot be applied or significant deviation must be made to supervisor or designated employee.

Factor 4 - Complexity FL 4-2, 75 pts.

Tasks are usually standardized although transactions, documents, records and accounts vary. There are few problems identifying discrepancies or necessary adjustments. Choices are from easily recognizable situations.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The purpose of the work is to provide technical support for accounts which generate a variety of transactions. The work affects the timeliness of payments on accounts, and the accuracy of the financial records of client offices.

Factor 6/7 - Personal Contacts/Purpose of Contacts FL 6-2a, 45 pts.

Contacts are with accounting and operating personnel of the client offices, other federal agencies, and vendors. The contacts are to exchange or clarify information, and to ensure prompt processing of documents.

Factor 8 - Physical Demands FL 8-1, 5 pts.

Work is primarily sedentary. May be required to lift and move files/printouts.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in an office setting.

TOTAL = 805 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Update: September 19, 2001)