



# NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept FAXED or EMAILED Applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

NAO-08-47

OPENING DATE

09-15-2008

CLOSING DATE

09-26-2008

POSITION

ACCOUNTING TECHNICIAN

LOCATION AND DUTY STATION

Division of Administrative Services, Business Office,  
Northern Navajo Medical Center, Shiprock, NM

GRADE/SALARY

GS-0525-06, \$33,135-\$43,076 PER ANNUM

NUMBER OF VACANCIES

THREE VACANCY (30PI-05, 30PI-25 & 30PI-44)

APPOINTMENT

- Permanent

WORK SCHEDULE

- Full-time

AREA OF CONSIDERATION

- Navajo Area Wide

SUPERVISORY/MANAGERIAL

- No

PROMOTIONAL POTENTIAL

- None

HOUSING

- Private Housing Only

TRAVEL/MOVING

- No Expenses Paid

**DUTIES:** This position is located in the Business Office Services Branch of the Shiprock Service Unit, NNMC. This position performs accounts receivable support functions for the patient account system, through the posting of payments and adjustments to accounts receivable in the Patient Accounts Section. Responsible for the positing of all contractual/adjustments related to and in conjunction with posting of payments in accordance with hospital policy and procedures. Monitors accounts balances, review posting to ensure accuracy and recommends appropriate corrective action. Prepares monthly, quarterly and annual reconciliation and recapitulation of third partying billing to assure that collections, billed data and the computerized and manual reports are in balance. Audits all documents received for completeness and accuracy. Analyzes and selects guide to determine whether payments are full or partial in accordance with hospital policy. Responsible for accurate processing of secondary and tertiary billing after posting payments of initial claims. Performs work consisting of examination for accuracy of claims and other requests for payment for: (1) services provided by the government; (2) reimbursement of expenditures made by beneficiaries and non-beneficiaries for such purposes as medical care and treatment. Responsible for posting the refund amount in the Refund category (RPMS) ensuring the correct amount is posted to the correct claim and account balance is properly closed out. Responsible for thoroughly reviewing and determining the actual adjustment is in compliant with the accounts receivable policy and procedure by verifying the adjustment with third party payers, and utilizing the A/R posting category for write offs, non-payments, deductibles, co-pays, penalties, grouper allowances, refund. Maintains accounts by reviewing documents to verify accounting data as necessary, entering data into the system. Incumbent reconciles accounts comparing account balances with related data to assure agreement; reviewing records and source documents to identify the sources of discrepancies; and determining the entries required to bring the account to balance. Reviews and examines various bill types, of patient care to third party payers and performs third party payers and performs third party collection posting. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT 



**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED:** NO                      **LICENSURE REQUIRED:** NO

**BASIC QUALIFICATION:** Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-05 level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. Examples of the type of experience that will be credited are: performing a variety accounting transactions and documents and crediting accounts receivable for patient accounts. This experience would include such things as posting payments, adjustments to accounts receivable, reviewing documents and entering data into the system. This person should have knowledge of third party billing requirements.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** For GS-06: Generally, not applicable.

**SELECTIVE PLACEMENT FACTOR:** NONE

**OTHER SIGNIFICANT FACTORS:** This position has been identified as a critical user of the Unified Financial Management System (UFMS). If selected for this position, you will be required to obtain a Public Trust Level 5 or 6 clearance which includes a check of your credit history.

**TIME-IN-GRADE REQUIREMENTS:** Applicants applying under the provisions of Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-5 level to qualify for the GS-6 level.

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0525 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office.

**WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF BASIC ACCOUNTING PRINCIPLES.**
2. **ABILITY TO ORGANIZE WORK AND SET PRIORITIES.**
3. **ABILITY TO MEET, DEAL AND COMMUNICATE WITH A VARIETY OF INDIVIDUALS.**
4. **KNOWLEDGE OF FISCAL AND BUDGETARY RULES, REGULATIONS AND PROCEDURES.**
5. **KNOWLEDGE OF AUTOMATED PROCESSING EQUIPMENT.**  
(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

**HOW & WHERE TO APPLY:** All applicants must submit one of the following to the **Navajo Area Indian Health Service, Division of Human Resources, P.O. Box 9020, Window Rock, Arizona 86515**, BY CLOSE OF BUSINESS ON THE CLOSING DATE.

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume; or
3. \*\*Any other written application format;

**PLUS**

- BIA FORM 4432, if applicable
- OF-306, Declaration of Federal Employment
- Addendum for Child Care & Indian Child Care Worker Position form
- If you are a current or former federal employee with reinstatement eligibility, you must submit a copy last "Notification of Personnel Action" (SF-50) and if you are a current federal employee a copy of your most recent Performance Appraisal.
- Any other necessary documentation pertinent to the position.

**A copy of an Official Bureau of Indian Affairs Indian Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.**

**NOTE: "Declaration for Federal Employment" (OF-306) and Addendum to OF-306, BOTH FORMS must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

**"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"**

**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE:** Applicants who submit incomplete application will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's preference determination, Indian preference, education, training and/or experience.

**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION**

**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.**

For more information contact: Geraldine Thompson, HR Specialist, (928) 871-1368, [geraldine.thompson2@ihs.gov](mailto:geraldine.thompson2@ihs.gov)

**SUPPLEMENTAL QUESTIONNAIRE**  
**ACCOUNTING TECHNICIAN, GS-0525-06**

1. **KNOWLEDGE OF BASIC ACCOUNTING PRINCIPLES.** This person must have the basic knowledge of accounting principles, standard accounting codes, classifications, and terminology; and understanding of agency accounting policies, procedures, and requirements. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO ORGANIZE WORK AND SET PRIORITIES.** The person in this position must have the ability to effectively anticipate workload demands, to establish the manner in which available resources will be utilized, and to schedule performance to best ensure that all requirements are met in a timely fashion; the ability to complete assignments under the pressures of changing conditions and short deadlines. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO MEET, DEAL AND COMMUNICATE WITH A VARIETY OF INDIVIDUALS.** The person in this position must have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patience and mature judgment with a variety of individuals within and outside the office, both in person and by telephone. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **KNOWLEDGE OF FISCAL AND BUDGETARY RULES, REGULATIONS AND PROCEDURES.** The person in this position must have the knowledge of regulations policies and procedures that pertain to overall processing/accounting or vouchers/invoices processed through the payment section. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **KNOWLEDGE OF AUTOMATED PROCESSING EQUIPMENT.** The person in this position must have the knowledge of different types of computer software in order to utilize the computer to compile budget reports. This also includes the ability to work with computerized system and prepare reports on electronic spreadsheets. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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**CERTIFICATION**

**I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**