



**U.S. Department of Agriculture
Rural Development**

FEDERAL CAREER INTERN PROGRAM OPPORTUNITY

Rural Development is currently hiring for the following Federal Career Intern Positions

Announcement Number: STL-CIP-08

Position Title: Accountant, GS-510 – 3 Positions

Grade Level: GS-7 or 9

Full Performance Grade Level: GS-12

Opening Date: June 20, 2008

Closing Date: Open Until Filled

Position Location: St. Louis, Missouri

ACCOUNTANT (Career Intern Program)

Rural Development Profile

Rural Development (RD) is the U. S. Department of Agriculture's (USDA) agency that is committed to helping improve the economy and quality of life in all of rural America. Through our programs, we touch rural America in many ways.

Rural Development is seeking bright and motivated individuals who are interested in performing a variety of accounting assignments, which supports the mission and vision of the Department of Agriculture.

What is the Career Intern Program

The Career Intern Program is designed to attract college graduates and experienced professionals interested in a career with the Federal Government. Individuals are appointed to a two-year paid internship program which provides training, development, and valuable full-time on-the-job work experience. After successful completion of the program, interns may be eligible for conversion to a permanent position without further competition.

Position Information

These Career Intern Accountant positions are entry-level career development positions, and will be filled at the GS-7 or 9 levels. The positions will be exposed to the various accounting functions performed within the organization that includes financial and budgetary reporting, accomplishing assigned cash management initiatives, maintaining the general ledger, and preparing trial balances for the three primary services within Rural Development.

Knowledge Required for the Position

GS-7 Level: Basic knowledge of conventional and generally accepted accounting procedures, practices, concepts, standards, theories, general principles, and accounting systems design is required sufficient for the incumbent to perform various and increasingly challenging, developmental, and professional accounting work assignments.

GS-9 Level: Knowledge of the concepts, standards, theories, practices and principles of automated and modern commercial, financial, and governmental accounting and recent trends and advances in the field of accounting and automated systems to analyze and complete assigned projects. Knowledge of and ability to apply legislation, reporting requirements, instructions, and circulars, in order to analyze and recommend solutions to accounting problems.

Educational Requirements

You must have successfully completed a full 4-year course of study with a major in accounting (or a related field, such as business administration, finance, or public administration that included 24 semester hours in accounting). The 24 semester hours may include up to 6 hours of credit in business law. A combination of education and experience may be creditable for entry and higher-graded positions. If you apply using a combination of education and experience, you must have at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education and training that provided professional accounting knowledge. Your background must also include one of the following:

- 1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
- 2) A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- 3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, provided that (a) you have successfully worked at the full performance level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors have determined that you have demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion

of the 4-year course of study; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements for the position.

Salary Range and Career Progression: Positions will be filled at the:

GS-7 (\$36,822 annual), GS-9 (\$45,040 annual)

General Eligibility

- U.S. Citizenship;
- Bachelor's or Graduate Degree from an accredited college or university, and with an overall college GPA of 3.0 or better, if applying based on education; or
- Possess exceptional work experience in combination with education;
- Applicants who will complete all of their degree requirements within six months may also apply;
- Diverse professional experiences, training, and competencies;
- Demonstrate leadership potential and community service.

Key Highlights of the Administrative Career Intern Program

- Full-time, 2-year Excepted Service Appointment;
- Core Career Development Training;
- Rotational assignments to gain on-the-job experience;
- A mentor to assist in career development and growth;
- Intern may be promoted while in training and learning;
- Upon completion of the 2-year internship period, the incumbent may be non-competitively converted to a career or career-conditional appointment.

DEADLINE FOR APPLICATION: To apply for this opportunity, all of the following application materials must be received. Announcement will be opened until positions are filled.

- Letter of Interest;
- Resume;
- An **official** copy of your college transcript(s);
- USDA Career Intern Program Application Form can be found online at:
<http://usda.gov/da/employ/CareerInternApplication.htm> or at
<http://www.usda.gov/da/employ/CareerInternApplication.pdf>.

The complete application package should be submitted to:

Bernadette Miller
Rural Development
Career Intern Program Coordinator
1400 Independence Avenue, S. W.
Mail Stop 0730
Washington, D. C. 20250-0730
(202) 692-0267 or (202) 692-0295 - FAX
Or by e-mail: Bernadette.Miller@wdc.usda.gov

NOTE: Universities can submit official transcripts to the above mailing address.

USDA provides reasonable accommodations to applicants with disabilities. USDA is an Equal Opportunity Employer.
