



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>FINANCIAL SPECIALIST</b>
<b>ANNOUNCEMENT:</b>	<b>#08-09</b>
<b>SALARY RANGE:</b>	<b>Equivalent to GS-12/13 (\$69,764 – \$107,854)</b>
<b>OPENING DATE:</b>	<b>Friday, February 22, 2008</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled (1<sup>st</sup> Cut off March 14, 2008)</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>
<b>ORGANIZATION LOCATION:</b>	<b>U.S. Sentencing Commission, Office of Administration, Finance, Washington, DC</b>

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The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

#### **BENEFITS**

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check, and requires fingerprinting.

#### **DUTIES**

The incumbent reports to the Director of Administration and works as part of a team in the finance office responsible for performing a variety of financial activities. The incumbent performs duties in the areas of financial management, budget formulation, accounting, purchasing, contracting, and travel. Duties and responsibilities include but are not limited to: (1) reconciling accounts, and monitoring spending; (2) conducting research and analysis on travel regulations, appropriations law, procurement, federal acquisition regulations, etc.; (3) reporting and preparing the budget, budget formulation, and developing of the agency's appropriations materials (*i.e.*, reports, tables, narratives, briefing materials); (4) providing financial oversight, technical advice, assistance, and support to management regarding financial activities; (5) serving as a vital resource in planning, directing, evaluating, and integrating budget and financial activities; (6) preparing, auditing, and interpreting financial reports; (7) performing data entry and managing core financial systems;

**DUTIES (cont)**

- (8) assisting and advising management and making recommendations on financial matters;
- (9) working as a team in setting priorities and evaluating and developing a work plan, (10) serving as a contact on the Commission's financial matters, and (11) other duties as assigned.

### **MANDATORY QUALIFICATION REQUIREMENTS**

One year of specialized work experience equivalent to the GS-11 level in the Federal Service is required. Specialized experience is demonstrated work experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as experience directly related to financial management, budget formulation and execution, accounting, and monitoring of an agency's financial resources. Applicants must be able to work well independently and as a member of a team, and maintain effective working relationships with staff and outside contacts at all levels. Applicants must have excellent organization skills and exceptional interpersonal skills. In order to be considered for this position, applicants must meet these requirements and have work experience sufficient to demonstrate the following knowledge, skills, and abilities (KSAs):

#### **Applicants must address the following KSAs in a separate narrative statement:**

- (1) Knowledge and demonstrated work experience in the areas of financial management, contracting, and budget formulation, execution, and monitoring.
- (2) Knowledge of accounting concepts and principles.
- (3) Knowledge of appropriate regulations, guides, and precedents and the ability to interpret and apply them. Ability to identify procedures that need improvement and recommend changes.
- (4) Demonstrated experience using and maintaining automated financial systems and ability to formulate and extract data for reporting purposes.

### **PREFERRED QUALIFICATIONS**

Preference will be given to applicants with **demonstrated work experience in one or more** of the following areas:

- (1) **Experience as a Contracting Officer (Series 1102)**
  - (A) Experience in all aspects of contracting transactions from start to finish.
  - (B) Preparing, overseeing, and managing a variety of contracts in multiple areas, such as GSA schedule contracts, service contracts, maintenance contracts, and information technology contracts.
  - (C) Experience providing guidance to technical personnel involved in statement of work or data requirements. Knowledge and skill gained through experience applying the Federal Acquisition Regulations.
- (2) **Experience as a Budget Analyst (Series 0560 or 0501)**
  - (A) Experience in all aspects of budget administration. Developing and justifying budget requirements and executing and monitoring approved budgets.
  - (B) Experience developing policy guidelines and detailed procedural instructions for use in planning, estimating, and documenting funding needs.
  - (C) Experience developing monthly status of funds reports and compiling narratives and statistical analyses for budgetary and fiscal data.

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**HOW TO APPLY:** To be considered, applicants must submit: (1) a resume, (2) a cover letter, and (3) a separate written narrative statement that addresses the mandatory qualification requirements, the knowledge, skills, and abilities (KSAs), and any preferred qualifications they possess. Submit application materials to:

**United States Sentencing Commission  
Office of Human Resources  
ATTN: Announcement Number #08-09  
One Columbus Circle, NE  
South Lobby, Suite 2-500  
Washington, DC 20002-8002**

Applications may be E-mailed (WordPerfect 7.0–13.0 or MSWord 2000–XP only) to [Vacancy@ussc.gov](mailto:Vacancy@ussc.gov). **Applicants who submit applications or resumes via E-mail must specify the vacancy announcement number in the subject line of their E-mail.** The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 P.M.) on the closing date**. For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](http://www.ussc.gov). **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**