



Department: Department Of Agriculture

Agency: Agricultural Research Service

Job Announcement Number:



Overview

Financial Technician

Salary Range:

Series & Grade: GS-0503-05/06

Promotion Potential: GS-06

Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

Job Summary:

Find Solutions to Agricultural Problems that Affect Americans Every Day, From Field to Table

Your U.S. citizenship must be verified prior to entrance on duty.

The position is located in _____, _____ Area, Agricultural Research Service (ARS), city, state. The incumbent administers the locations financial management activities.

Duties

Major Duties:

- **Maintains a financial plan file both manually and in automated systems.**
- **Works closely with the Location Management in the development of the Annual Resource Management Plans for the Location. Reviews and supplies budgetary data for annual budget preparation documents, based on historical data and recurring**

costs.

- **Establishes cost estimates for recurring charges (e.g., cost of utilities, rentals, and travel) and makes adjustments as spending occurs.**
- **Develops special reports relevant to one-time requests for information on specific expenditures, such as travel, Information Technology costs, and reimbursement or trust fund agreements.**
- **Tracking funding, obligations, and commitments, reconciling transactions against official accounting data, and providing reports on fund status.**

Qualifications and Evaluation

Qualifications:

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements:

Applicants must have 1 year of specialized experience at least equivalent to the GS-5 level in the Federal Service OR 1/2 year of graduate education which provided the KSA's necessary to do the work.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Specialized Experience is experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of budget, accounting and financial management procedures and techniques required to maintain a group of operating accounts for a number of different activities.
2. Skill in operating a personal computer and automated systems to input and manipulate data, to recognize standard error messages, and to make appropriate corrections in a timely manner.

3. Skill in maintaining and reconciling accounts, analyzing and tracing discrepancies, and determining underlying causes and necessary adjustments.

To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. Submit proof of your education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

How You Will Be Evaluated:

You will be evaluated to determine if you meet eligibility and minimum qualifications required, and on the extent to which your application shows that you possess the knowledge, skills, and abilities (KSAs) associated with this position as defined above under 'Specialized Experience.' The Agricultural Research Service uses a category rating process. Based on evaluation of all written materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria. For information about how to address KSAs, please visit our website at <http://www.ars.usda.gov/careers>, click on 'How to Apply,' then click on 'What are those KSAs anyway?' For more information about the evaluation process, please visit our website at: www.ars.usda.gov/careers, click on 'How to Apply,' then click on the link to 'Qualifications and What They Mean.'

Benefits and Other Information

Benefits:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Other Information:

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Creditable Service:

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at least 90 calendar days. The amount of non-Federal service to

be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

USDA CTAP/ICTAP or Federal Displaced Employees:

Applicants requesting consideration under the CTAP or ICTAP programs must submit documentary evidence of eligibility. Well qualified CTAP and ICTAP applicants within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. If you are requesting consideration as a CTAP or ICTAP applicant, you must submit the following:

- 1) A copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) Evidence of full performance level of current position;
- 3) A copy of your most recent performance appraisal; and
- 4) A copy of your most recent SF-50, Notification of Personnel Action.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

ARS Reasonable Accommodation Contact Information:

If you need a reasonable accommodation for any part of the application and

hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

How to Apply

How To Apply:

Mail your applications so it will be postmarked by closing date. If hand delivered, be sure your application is received by closing date.

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation as appropriate. Some of the items listed may not apply to you. NOTE: Applications received in postage paid government envelopes will not be considered.

APPLICATION PACKAGE CHECKLIST

Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

Announcement number, title, and grade(s) of the position

Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

Social security number

Statement that you are a U.S. citizen (if not using the OF-612)

Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's preference) (Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>)

SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

Paid and non-paid work experience related to the position. For each period of work experience include:

Job title

Series/grade (if Federal employment)

Duties and accomplishments

Employer's name and address

Supervisor's name and contact information

Starting and ending dates of employment (at least month/year)

Number of hours worked per week

Salary

Indicate if we may contact current supervisor/employer

Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

Certificates/licenses (current)

Honors, awards, and special accomplishments

Supplemental questionnaire if applicable
(usually for Federal Wage System positions - WG, WL, WS)

Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

Copy of most recent performance appraisal (if you are a current federal employee)

Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at [http://www.opm.gov/Strategic Management of Human Capital/fhfr/default.asp](http://www.opm.gov/Strategic%20Management%20of%20Human%20Capital/fhfr/default.asp))

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___ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.

___ Self-certification of typing speed (if required as a basic qualification for the position)

___ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

Location Contact Information:

Contact Information:

Human Resources Specialist
Phone: 301-504-1555
Fax: 301-504-1535
TDD: 202-855-1234
Email: SCIRECRUIT@ARS.USDA.GOV

Or write:

Department Of Agriculture
USDA-REE-ARS-HRD/Announcement #ARS-X7W-0002
5601 Sunnyside Avenue, Stop #5106
Beltsville, MD 20705-stop
E-Mail: SCIRECRUIT@ARS.USDA.GOV
Fax: 301-504-1535

What To Expect Next:

Applicants will receive written confirmation from this office when their application package is received.

After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

EEO Policy Statement

The United States Government does not discriminate in employment on the

basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information

about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - 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 subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

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Send Mail

Send Mail to:

Department Of Agriculture
USDA-REE-ARS-HRD/Announcement #ARS-X7W-0002
5601 Sunnyside Avenue, Stop #5106
Beltsville, MD 20705-stop
E-Mail: SCIRECRUIT@ARS.USDA.GOV
Fax: 301-504-1535

Questions?

For questions about this job:

Human Resources Specialist
Phone: 301-504-1555
Fax: 301-504-1535
TDD: 202-855-1234
Email: SCIRECRUIT@ARS.USDA.GOV

USAJOBS Control Number: 469354

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