

## **Expression of Interest**

### **United States Department of Agriculture Agricultural Research Service (ARS)**

#### **Development Opportunity Placement Program (DOPP)**

**Opportunity Identification Number:** ARS-08-DOPP-001

**Opening Date:** April 11, 2008

**Closing Date:** April 30, 2008

**Position Title:** Financial Technician

**Series & Grade:** GS-0503-06/07, Detail Opportunity

**Duty Locations:** ARS, Midwest Area  
Budget and Fiscal Office  
1815 N. University St.  
Peoria, IL 61604

**Duration of Assignment:** 60 Days (Approximately June 1-August 1, 2008)

**Basic Eligibility:** The Development Opportunity Placement Program is open to all qualified current and full-time permanent USDA employees.

**Note:** This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents under the Basu Settlement Agreement for the first eighteen (18) months of the program.

#### **Who Is Eligible for Consideration**

This Expression of Interest is limited to USDA permanent employees who meet the requirements described below under "Qualification Requirements."

#### **Development Opportunity Assignment**

This assignment will be in the Budget and Fiscal Unit of the Midwest Area Office in Peoria, Illinois. During this assignment the incumbent will increase their knowledge of the agreement and accounting systems used by ARS. The incumbent will perform tasks that are necessary in the review and analysis of agreements and their corresponding accounts in order to close both the agreements and the accounts. This may require research into obligations and expenditures to clear problems delaying the close out.

This assignment is expected to begin on or around: **June 1, 2008.**

## **Major Duties**

The incumbent will be responsible for closing out agreements in the Foundation Financial Information System (FFIS- accounting system). This includes having access to the FFIS and BRIO (accounting reports). The person will have the responsibility of pulling together the agreement file, printing the accounting table in FFIS, and ensuring the obligations & disbursements match. If they match, the paperwork is processed to send to NFC. If not, then the person would have to research the open item summary reports and get the necessary corrections made to complete the close out process. Also, the plans would have to be amended in FFIS to show the correct amounts spent and/or any funds that would be returned to the cooperator. If funds are to be returned, the person would contact the vendor to make sure the information is correct in FFIS. If it is not, then submit correction to NFC. Once corrected, the paperwork is sent to NFC to officially close out the file.

## **Qualification Requirements**

General knowledge of Federal and USDA financial systems, processes, and requirements. Ability to use and maintain various administrative systems associated with processing and tracking various financial activities. Must have current access to and knowledge of FFIS and BRIO.

## **Submission Requirements** (Incomplete packages will not be considered)

- Resume or OF-612.
- Most recent Notification of Personnel Action (SF-50)
- Most recent performance appraisal.
- Narrative statement (no more than one page) of how the assignment commensurate with your interests, background and developmental needs and will enhance your career goals.
- Description (not to exceed one page) of skills and knowledge you will bring to the assignment.
- Supervisor's approval required for participation in this EOI.
- Development Opportunity Placement Program Coversheet located on the ASCR website.

**\*\*Your submission must be received by 4:30 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your document to the following address:\*\***

U.S. Department of Agriculture  
Office of Human Capital Management  
Attention: Carolyn Whitaker  
1400 Independence Avenue, S.W.  
Room 333-W  
Washington, DC 20250-1300  
Fax (202) 720-2044

### **For more information**

Please direct questions on the administrative process to Carolyn Whitaker at 202-720-6917, and questions regarding the nature of the assignment to Diane Strub, Deputy Area Director, Midwest Area, Peoria, IL. The contact telephone number is 309-681-6605.

### **Information on Status, Benefits and Relocation Expenses**

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

### **Reasonable Accommodation Statement**

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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