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WORK ROLE: 08AD

WORKROLE TITLE: Accountant

WORKROLE DESCRIPTION:

Accountants perform accounting and financial processes and transactions related to recording and reporting NGA's financial activity. They review financial and accounting results to ensure quality, accuracy, and compliance with appropriate legal, regulatory, and procedural requirements to produce auditable financial statements.

COMPETENCIES/KNOWLEDGES:

Skills

Adaptability	Courage	Creative Thinking
Customer Service	Data Analysis	Engaging and Collaborating
Ethics	Exploring Alternatives	Financial & Wkyr Info Advocacy
Financial Policy	Influencing	Initiative
Interpersonal Skills	Learning	Multi-media Communication
Oral Communication	Process Analysis & Improvement	Resource Management
Situational Awareness	Synthesis	Written Communication

Knowledges

Accounting classifi struct	Accounting principles	DoD fin/budget directive regs
Federal budgt & financial regs	Measrmt cncpt/prins (metrics)	NGA financial policy & prclds
NGA mission, vision, etc.	NGA organizational structure	NGA policies & procedures
Security class and control		

EDUCATION/LICENSES/CERTIFICATIONS:

A. Education: Bachelor's degree in Accounting, Business Administration, Finance, Public Administration, or a related field that included, or was supplemented by, at least 24 semester hours of coursework in Accounting. The 24 semester hours may include up to 6 semester hours of credit in business law. -OR- B. Combination of Education and Experience: A minimum of 24 semester hours of coursework in any area listed in option A, or a certificate as a Certified Public Accountant or Certified Internal Auditor, obtained through written examination, plus experience that demonstrates the ability to successfully perform the duties associated with this work. As a rule, every 30 semester hours of college work is equivalent to one year of experience. Candidates should show that their combination of education and experience totals 4 years. C. Combination of Education and Experience: Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has 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 described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: