

**STATEMENT OF DIFFERENCES
to Standard Job # 0503-07**

This is a developmental level designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 0503-7, Financial Technician (copy attached).

Factor 1. Knowledge Required

Level 1-3, 350 points

Knowledge of a body of standardized regulations, requirements, procedures and operations required to perform clerical and technical duties relating to budget, accounting, or the financial management support function.

Knowledge of terminology, processes, documents, and account structures as they relate to the Agency accounting system.

Skill in operating a personal computer and automated systems to input and manipulate data, to recognize standard error messages, and to make appropriate corrections.

Knowledge of the Agency's Annual Resource Management Planning (ARMPS) process and associated documentation and software program.

Ability to identify trends and to communicate financial implications to research leaders and scientists.

Ability to work with others in a team environment to solve problems and provide effective and responsive service relating to budget and fiscal management.

Ability to communicate and convey advice and recommendations, explain problem situations, and provide guidance on budget and fiscal matters to a diverse audience.

Factor 2. Supervisory Controls

Level 2-2, 125 points

The supervisor provides work assignments indicating what is to be done, applicable policies, procedure and methods to follow, priority of assignments, and deadlines.

While the incumbent carries out recurring assignments independently; the supervisor is consulted on problems or situations which are not covered by instructions or standard operating procedures.

The work is reviewed upon completion for compliance with established procedures. Closer review is exercised on more difficult assignments or if the employee has not previously

**Financial Technician
GS-503-05**

**Standard Job # 0503-05a
Statement of Differences**

performed similar assignments. As experience and training on the job progresses, the incumbent will independently plan and carry out all aspects of the assignment and resolve the full range of problems.

Factor 3. Guidelines

Level 3-2, 125 points

Guidelines include Federal, Departmental and Agency policies, National Finance Center Procedural Manuals, and Financial Management Division guidance and directives.

The employee uses judgment in selecting and applying guidelines to the various situations and in detecting errors. Situations in which guidelines can not be applied or signification deviations must be made are referred to the supervisor or other designated employee. As experience is gained the incumbent extrapolates from the various guidelines to resolve problems and interpret the guidelines to apply to a variety of situations involving numerous accounts and sub accounts and uncommon financial arrangements.

Total points equal 910 (GS-5 range equals 855-1,100 points)