

A. Introduction

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

Location Information:

Number of FTE:

Number of Scientists:

Number of Research Management Units:

Number of Indirect Research and Shared Research Cost Accounts:

Number of CRIS:

Level of Base Funding:

Number of Soft Fund (Reimbursable and Trust) Accounts:

Level of Soft (Reimbursable and Trust) Funding:

Number of Sale of Asset or other special accounts:

B. Major Duties

1. Accounts Maintenance (Non-Salary)

a. Maintains a financial plan file for the location which provides a record of fund availability pertinent to each account serviced in order to provide information to the fund holder on funding levels and subsequent adjustments, and is updated as changes occur. Ensures financial plans tie in to official agency records.

b. Working closely with the Administrative Officer (AO) and Research Leaders, provides input into the development of the Annual Resource Management Plan (ARMP) for the Location. Reviews and supplies budgetary data for location fund holders and AO for annual budget preparation documents, based on historical data and recurring costs.

c. Receives and reviews obligating documents such as purchase orders, travel vouchers, requisitions, and contract documents and reviews for accounting code information, making appropriate corrections where required. Inputs data into the automated Agency CRIS Allocation Tracking System (CATS). Ensures that obligations are recorded by sub-account where this applies. Using CATS, adjusts funding/financial plans for terminated and replacement CRIS's, and MU reorganizations, redirections or terminations. CATS is a tracking system that differentiates between obligations and commitments, and within obligations, between those recorded in the Agency accounting system and those still "pending."

d. Manages the location's CATS system/processes. While the information may be input into CATS by other location personnel, the incumbent ensures that all the data entered is correct. Responsible for training location personnel on the proper use of CATS.

e. Conducts monthly reconciliations of current and prior years "pending" documents (and entries) against National Finance Center's (NFC) official accounting reports, verifying the completeness and accuracy of the accounting data and taking corrective action where required. Ensures the CATS records properly reflect the official obligation balances reflected in the official accounting system.

f. Establishes cost estimates for recurring charges (e.g., cost of utilities, rentals, and travel) and makes adjustments as spending occurs. Reports to the fund holder and AO if unexpected changes occur or are anticipated.

g. Prepares detailed monthly financial status reports, by major object class code, for each MU account serviced for current and prior years, reflecting fund availability, obligations, and commitments to date and balance remaining. Prepares summaries and furnishes current fund balances.

h. Reviews expenditure information for reimbursable agreements and ensures billings and collections are realized. Provides necessary information to prepare billings for agreements where the cooperator requires specific information in a unique format. Initiates closure of the agreement when all obligations, expenses and collections have been realized. Coordinates with MU and Area Office to determine carry-over balances for multi-year agreements (trust and reimbursable).

i. 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.

j. Ensures obligations are recorded correctly in the official accounting system. Researches cause for delay and takes remedial action for transactions that remain on the CATS un-reconciled "pending" listing for an extended period.

k. Assists the AO in managing the "year-end" financial close-out process. Ensures all transactions that have not yet been recorded in the official accounting system are captured by entering accruals by Object Class Code. Accruals must be entered prior to the close of the Fiscal Year.

l. Conducts and/or oversees semi-annual review of un-liquidated obligations for all open fiscal years and ensures that the obligations are still valid. If invalid, initiates action with the appropriate office to have the transaction de-obligated.

m. Monitors monthly statements for Research Support Agreements (RSAs), if required. Tracks program fund usage and ensures proper reimbursement to the University.

n. Works with location management team to implement financial management processes, procedures, and formats to best support customer needs.

2. Accounts Maintenance (Salary)

a. Establishes and maintains records, files and related documentation that affect salary costs. Uses an automated tracking system (Salary Management System) to track salary costs and hours worked, by employee, by pay period, for the whole fiscal year.

b. Monitors, reviews, and verifies salary related data and information to determine whether salary liabilities remain within parameters of established guidelines and ensures that changes in liabilities are projected throughout the remainder of the fiscal year. Upon discovery of anomalies or trends, informs fund holders and AO of the issues as to impact of trends on current salary projections.

c. Makes salary liability projections. Projects salaries for future fiscal years, ensuring such things as within-grade increases and promotions are incorporated in the projections.

d. Gathers data concerning contemplated or completed personnel actions and consolidates the information which is used by the AO to analyze the budget implications.

e. Prepares special and recurring salary reports which provide status or analytical information to various organizations and levels of management services. Reports salary lapse, following prescribed format and rules, within established timeframes.

C. Evaluation Factors

Factor 1. Knowledge Required by the Position

Level 1-4, 550 points

Knowledge of policies, procedures, and regulations as they apply to budget execution and funds management.

Knowledge of an extensive body of budget, accounting and financial management procedures and techniques required to maintain a group of operating accounts for a number of different activities within a system that has an extensive account structure.

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

Knowledge of methods, procedures and techniques used in maintaining and analyzing salary related obligations.

Knowledge of the financial systems sufficient to follow salaries of individuals and organizations from initial financial plans through expenditure stages in order to trace errors or discrepancies.

Skill in identifying, categorizing, and analyzing salary and all-other financial data in order to relate the effects of changes in obligations to overall costs.

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 2-3, 275 points

Incumbent works under the general supervision of the Administrative Officer who assigns work with standing instruction on objectives, priorities, and deadlines and provides guidance for unusually involved

situations. Incumbent carries out work assignments independently and seeks guidance from supervisor in resolving only unusual problems.

The employee independently plans and performs assigned functions, resolving problems and deviations in accordance with instructions, policies, training and knowledge of the financial, accounting, and budget practices of the Agency.

Work is spot-checked to assure that established Agency practices and procedures are followed. The methods used to complete the assignment are seldom reviewed in detail.

Factor 3. Guidelines

Level 3-2, 125 points

Employee uses Federal, Department and Agency policies, National Finance Center Procedures Manuals, and Comptroller General Decisions. Guidelines differ with respect to the nature of the funds involved (e.g., appropriated, contributed, reimbursable, discretionary, etc.). These guidelines are readily available and are clearly applicable to most transactions.

Employee uses judgment in locating, choosing from among several established alternatives, and deciding which precedent action to follow as a model. Employee refers situations in which the existing guidelines cannot be applied or deviations must be made to the supervisor or designated employee.

Factor 4. Complexity

Level 4-2, 75 points

Incumbent performs fund maintenance and status reporting through timely and accurate reconciliation against the official accounting system. Assignments include a variety of transactions and documents including, but not limited to, salaries, purchases, travel, etc. Transactions are typically readily verified and do not present difficulties in identification due to the limited projects and funding sources used. Some charges may be split over two or more accounts and occasionally the incumbent must check several different sources to resolve errors.

Factor 5. Scope and Effect

Level 5-2, 75 points

The purpose of the work is to administer a comprehensive financial management system which seeks to ensure adequate funding to carry out mission and objectives of the location.

Work affects the accuracy and quality of financial data, the distribution of allotments and funds, and the submission of estimates. Failure to provide adequate financial support to these efforts within the scope of available resources could have a serious program impact on the execution and effectiveness of research efforts.

Factor 6. Personal Contacts

Personal contacts include senior management officials and staff within the location, the Area Office, outside cooperative agencies, and the National Finance Center.

Factor 7. Purpose of Contacts

Level 2-b, 75 points

Contacts are for the purpose of receiving or furnishing accounting information on status of funds, funds reconciliation, and budget projections. Contact also involves resolution of problems, answers to questions, or updates on budget process changes and clarifications.

Factor 8. Physical Demands

Level 8-1, 5 points

The work is primarily sedentary.

Factor 9. Work Environment

Level 9-1, 5 points

The work is performed in an office setting.

Total points: 1,185 points (GS-6 range 1,105 – 1,350)

D. Other Considerations (Check if Applicable)

- Supervisory Responsibilities
- Training Activities – Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver’s License Required
- Pesticide Applicator’s License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____