

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1: #2: -- #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date	Signature		Date	
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date		
a. Supervisor						
b. Classifier						
26. Remarks						

DOI Standard PD
PD# DF00600

Classification: Financial Specialist, GS-501-7

Introduction:

As an advanced trainee, the employee in this position assists higher-grade financial analysts and/or accountants in the performance of any aspect of the full range of financial and accounting work.

Major Duties and Responsibilities:

The employee performs a variety of routine technical and recurring financial management tasks that are structured to increase the employee's competence in the application of financial management and accounting principles, procedures, and techniques. Duties typically include examining financial documents for proper accounting classification and authorization; performing reconciliations; analyzing a variety of accounts; entering and processing data into various accounts and the general ledger; adjusting differences between the general ledger and subsidiary accounts; closing entries; preparing monthly trial balances and financial reports; and/or analyzing financial and statistical data from a variety of sources.

Factor 1, Knowledge Required by the Position

Level 1-6 950 points

Knowledge of financial management and accounting principles, practices, methods, and techniques;

Knowledge of Federal financial and accounting regulations, procedures, policies, and precedents;

Knowledge of procedures to enter, modify, retrieve, and delete information in an automated financial management system;

Knowledge of the Department-wide financial system and reporting requirements of other agencies such as GAO, OMB, and Treasury.

Ability to use various types of software such as word processing, spreadsheets, local area networks, and macro techniques sufficient to perform a variety of routine financial management assignments, participate in planning and conducting financial management studies, conduct limited financial reviews, determine compliance with established financial management and accounting principles and standards, identify minor system problems, assist in the correction of internal control and reporting weaknesses, and prepare various types of financial and narrative reports, including analyzing, preparing, and entering accounting entries.

Factor 2, Supervisory Controls

Level 2-2 125 points

The employee works under the supervision of a higher graded employee in the Bureau Finance Office who makes assignments; provides direction and guidance; and suggests techniques for handling unusual problems and situations. The employee, working independently conforms to established financial management and accounting practices and organizational procedures; and refers problems to the higher-level employee for help or decision. The higher grade employee reviews completed work for accuracy, conformance to organizational policy and procedure, and adherence to instructions.

Factor 3, Guidelines

Level 3-2 125 points

Guidelines consist of established precedents, standards, laws, regulations, and organizational policy. The employee must use judgment in choosing between guidelines which are specific to most work situations. Assistance is readily available from higher level employees.

Factor 4, Complexity

Level 4-3 150 Points

Work involves applying a wide variety of established financial management processes and practices to a wide variety of work situations. Decisions regarding what needs to be done require analysis of phases of accounting and financial management systems and functions for programs that are stable, where precedent issues are known, and where few conflicts in determining treatment of financial transactions or content and format of reports exist.

Factor 5, Scope and Effect

Level 5-2 75 points

Work involves performing a *variety* of specific routine financial management tasks. Work affects the accuracy, completeness, and reliability of other financial and accounting transactions.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts

Level 2a-45 points

Contacts are with employees both inside and outside the immediate organization, to include administrative officers, budget analysts, and IT personnel. Contacts are made to acquire or exchange information or facts needed to complete assignments.

Factor 8, Physical Demands

Level 8-1 -5 points

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

Factor 9, Work Environment

Level 9-1 5 points

Work is performed in an office setting with adequate light, heat, and ventilation.

TOTAL POINTS - 1480

GRADE CONVERSION - GS-7 (1355-1600)