

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: --			
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	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD  
PD# DF01600**

**Classification: Accountant, GS-510-12**

**Introduction:**

This position is to provide professional accounting services to the bureau.

**Major Duties and Responsibilities:**

Plans and conducts financial management studies that involve analysis of complex, interrelated administrative processes; e.g., budgetary, financial, procurement, and property management functions; develops innovative recommendations for eliminating problems or improving the operation under study, and writes reports that document findings and recommendations; reviews and evaluates financial systems for effectiveness of internal controls and integrity of the organization's financial information; • analyzes processing flows, integration of external system interfaces and internal subsystem modules, and recommends improvements in control techniques; reviews data in reports and financial statements and identifies abnormal trends and control weaknesses; provides and Implements solutions to correct internal control and reporting weaknesses; reviews and analyzes financial reports generated by the financial system and determines compatibility of each with plans, prior month status, other relevant reports, and the general ledger; identifies problems and discrepancies, determines if adjustments or corrections are required, and takes necessary action to correct and produce reports; prepares external financial management reports, statements, supporting schedules, justifications, and related documentation as required by OMB, Treasury, and/or the Department of the Interior to ensure data consistency and integrity; reviews and analyzes the effect of new or revised regulatory changes, and develops financial management reporting procedures; and/or reviews financial management policies, practices, techniques, and procedures that guide primary office financial work, identifies those guidelines that are in need of revision, develops recommendations for changes; and analyzes the impact of changes.

**Factor 1, Knowledge Required by the Position**

**Level 1-7 1250 points**

Professional and comprehensive knowledge of accounting theories, practices, methods, and techniques.

In-depth knowledge and understanding of Bureau, Departmental, Treasury, OMB, and GAO directives, guides, report systems, and precedents.

Ability to work with a team, including the ability to plan and schedule work, define and streamline processes, produce results, and direct and develop team members.

Demonstrated skill in building and maintaining effective relationships with other employees, customers, and stakeholders, e.g., Treasury, OMB, agency managers, and budget officers.

Indepth knowledge of, and skill in applying, appropriation laws, financial regulations, Comptroller General decisions, and policies pertaining to government accounting principles and concepts. General knowledge of Annual Financial Reports as published by private as well as public companies and Federal agencies.

Thorough knowledge of automated accounting systems.

Knowledge of auditing procedures.

Ability to use personal computer applications such as word processing, spreadsheets, local area networks, and macro techniques sufficient to: serve as an accountant responsible for covering financial operations of the bureau; interpret and apply directives, guides, report systems, and precedents to a variety of accounting transactions and to work with others to determine appropriate methods of implementation; query systems for information, recognize, analyze, and develop corrective action for any discrepancies identified, and/or develop and test enhancements to systems; compare and benchmark best practices from private industry and other government organizations with the bureau's main financial system; and/or verify financial statement assertions and accompanying notes, general ledger balances, and allotment ledger data; efficiently utilize word processing and spreadsheet programs.

**Factor 2, Supervisory Controls**

**Level 2-4 450 points**

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and scope of assignment, including possible stages and approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of assignments; interprets regulations and his/her own initiative; applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems; resolves most of the conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters. Work is reviewed for soundness of overall approach, effectiveness in meeting objectives, and adherence to requirements.

**Factor 3, Guidelines**

**Level 3-4 450 points**

Guidelines are broad and nonspecific and are stated in terms of goals to be accomplished rather than the approach to be taken. Examples of guidelines include OMB circulars, Department of Treasury regulations, and Comptroller General Decisions. The employee exercises initiative and resourcefulness in acquiring information; analyzing and interpreting the available guidance; and devising methods to accomplish tasks.

**Factor 4, Complexity**

**Level 4-4 225 Points**

Work involves applying many different and unrelated processes and methods to a broad range of activities. The employee solves accounting and financial management problems in particularly difficult and responsible circumstances; advises financial managers and program managers on financial policy and procedures; recognizes problems with the existing accounting system, recommends changes, and integrates or implements improvements developed in-house or elsewhere; prepares and directs the preparation of a number of regulatory and special purpose management financial or statistical reports, ensuring that they are accurate and timely; and acts as liaison between CFO auditors and bureau staff ensuring accuracy and consistency of information provided. The employee must be adept at conceiving new strategies for the solution of accounting problems in an environment characterized by complex and variable programs supported.

**Factor 5, Scope and Effect**

**Level 5-4 225 points**

Works with a team of accountants, financial analysts, and accounting technicians to provide management with data required to utilize resources and maintain control; working with CFO auditors and bureau staff to coordinate interviews, testing of controls, and information gathering; verifying the accuracy of financial information published in the Bureau's Annual Report to Congress; collaborating with the supervisor on changes required in the automated accounting system to meet the dynamic requirements of the Federal government and needs of bureau officials; making presentations to management on special

analytical studies of accounting data and trends as required; and/or providing financial management advisory services concerning bureau financial operations, ensuring that the system is providing reliable financial information, and resolving technical problems. Work affects: the amount and availability of funds for major substantive bureau programs and services; the way financial information is applied in planning organizational operations or the efficient use of funds; the budgets, programs, and interests of other Federal organizations and/or private firms when the supported programs cut across component lines within the bureau; organizational compliance with regulatory requirements; and/or the capabilities of the financial management systems to support management's financial informational needs.

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

**Level 3c-180 points**

Contacts are with officials of the Department and bureaus, the Department of Treasury, OMB, and FASAB. Contacts are generally not routine and depend on events which are usually not predictable. The contacts vary with respect to purpose; ground rules for conducting the contacts likewise vary. The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial issues. Examples include: • defending alternative methods of financing substantive program operations or the redistribution of appropriated funds and programs; negotiating and resolving controversial financial and program issues of considerable significance which are not susceptible to resolution at lower echelons in government; and/or justifying the overall direction for the bureau's financial management, budgeting, accounting, or auditing programs.

**Factor 8, Physical Demands**

**Level 8-1 -5 points**

The work is principally sedentary, although there is some walking, bending, and carrying. The work can also require long periods of concentrated effort working with detailed data.

**Factor 9, Work Environment**

**Level 9-1 5 points**

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

**Total Points – 2790**

**Grade Conversion - GS -12 (2755-3150)**