

Job Title: Financial Technician
Department: Department Of Agriculture
Agency: Animal & Plant Health Inspection Service
Sub Agency: Marketing & Regulatory Programs
Job Announcement Number: 24VS-2011-0113

Salary Range: \$31,315.00 - \$50,431.00 /year

Series & Grade: GS-0503-05/07

Promotion Potential: 07

Open Period: Wednesday, February 16, 2011 to Monday, March 07, 2011

Position Information: Full-Time Permanent

Duty Locations: 1 vacancy - Ames, IA

Who May Be Considered: This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6VS-2011-0126. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS](#).)

Job Summary:

The position is located in various duty stations within National Veterinary Services Laboratories (NVSL). The NVSL is a complex, world standard laboratory in veterinary sciences and deals with many complex and life-threatening diseases and pathogens, both veterinary and human. The incumbent is responsible for formulating policies and procedures in developing and maintaining systems for financial document tracking and monitoring in support of User Fees, appropriated and emergency accounts, and related budgetary activities.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. For details click:

[APHIS Emergency Response](#)

Major Duties:

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.

The duties may include, but are not limited to:

- Participates in establishing accounts, allocating funds, and monitoring user fee appropriated and emergency accounts.
- Provides customers with technical guidance, concise and accurate information on established financial management policies and procedures.
- Establishes, monitors, tracks, and maintains accounts on prepayments and credit card transactions for user fees.
- Reviews and analyzes accounting reports from the National Finance Center (NFC) and takes corrective action to balance the reports, verifying the corrected copy.
- Maintains files of reconciled/nonreconciled financial documents and prepares reports of total outstanding commitments/transactions for inclusion in the monthly Status Of Funds (SOF); assists in preparing monthly SOF reports.
- Develops and maintains electronic spreadsheets for current salary and benefits costs and prepares End of Year (EOY) projections.
- Maintains financial document ledgers as needed; preparing period end estimates and year-end financial close out reports for both organizations.
- Analyzes and provides historical, trend, and projected data for preparation of the annual budget request to Congress, and for the annual Veterinary Services (VS) Operating Budget.

Qualifications:

To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the **EDUCATION** requirements specified below **and/or** the **SPECIALIZED EXPERIENCE** requirements.

EDUCATION

GS-5: Successful completion of 4 years of course work leading to a bachelor's degree in any field for which high school graduation or the equivalent is the normal prerequisite.

TRANSCRIPTS are required if:

- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.

This education must have been successfully completed and obtained from an accredited school, college, or university. For more information on submitting transcripts, click: [Transcripts](#)

SPECIALIZED EXPERIENCE AT THE GS-5/6/7 GRADE LEVELS

Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience include, but are not limited to:

- Communicate and convey recommendations, advice, or guidance on user fee processes to a diverse audience.
- Function as a technical authority for the resolution of an extensive range of user fee related issues or problems.

- Research or investigate problems or errors that require reconciling or reconstructing incomplete information, conducting extensive and exhaustive searches for required information, or performing actions of similar complexity.
- Effectively manage externally driven high volume workloads and maintain/create customer satisfaction through timely and accurate accomplishments, at times with often demanding customers.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-5/6/7 GRADE LEVELS: Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify for that grade level. To learn more about combining education and experience for this series, click the following:

[Combining Education and Experience for Clerical and Administrative Support Positions](#)

THERE IS NO EDUCATION SUBSTITUTION AT THE GS-6/7 GRADE LEVELS.

Special Conditions:

- U.S. Citizenship.
- Males born after 12/31/59 must be registered with the Selective Service
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference
- As a condition of employment, a background investigation may be required for this position.
- Subject to satisfactory completion of one year probationary period.
- We understand that accepting a position with Veterinary Services may require the need for spousal career placement assistance. To help you and your family make a successful career transition, Veterinary Services is dedicated to providing information on career placement assistance. Please visit the following web links for more information: <http://www.job-hunt.org/jobs/states.shtml>
http://www.jobhunt.org/state_unemployment_offices.shtml
- This position is subject to unscheduled overnight details of undetermined lengths in the event of animal health emergencies or other conditions requiring immediate response, as required by the Agency. (Extensive periods of time may be designated for overnight details.)

How You Will Be Evaluated:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above.
- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here](#).

Benefits:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part-time work schedule.

For more information on potential benefits, go to: [Federal Employee Benefits](#)

Salary:

Range for GS-5: \$31,315 to \$40,706 (incl. 14.16% locality pay)

Range for GS-6: \$34,907 to \$45,376 (incl. 14.16% locality pay)

Range for GS-7: \$38,790 to \$50,431 (incl. 14.16% locality pay)

Other Information:

- For information regarding CTAP eligibility for applicants who are displaced Federal employees click on the link below:
[Career Transition Assistance Programs](#)
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).
- For information on filing a complaint of discrimination, click: [Filing a Complaint](#)

How To Apply:

A complete on-line application will require the submission of the following:

- **Resume**
- **Responses to the vacancy specific questions**
- **Supporting Documentation which may be required (See links under Required Documents for more information)**
 - College Transcripts or List of Coursework - MUST be in English (Key Requirement and/or Education Substitution)
 - DD-214 and other Veterans' documents (Veterans Preference)
 - ICTAP/CTAP eligibility documentation (Displaced Employees)

For instructions on using the on-line system click: [APPLYING ON-LINE](#)

For instructions on submitting documents click: [SUPPORTING DOCUMENTATION](#)

Required Documents:

Click on the following links to see if the supporting documentation is applicable to you:

- [Do I need to submit college transcripts?](#)
- [I attended school at a foreign university. Do I need to submit any additional documents?](#)
- [I am applying for Veterans' Preference. What documents do I need to submit?](#)
- [I am a displaced or surplus Federal employee. What documents do I need to submit?](#)

Critical Submission Requirements and Reminders

- Help in applying online is available Monday through Friday from 8 a.m. to 4:30 p.m. Central Time at the number listed in the Contact information section.
- All application materials and supplemental documentation will be accepted until midnight Eastern Time on the closing date.
- Application and supporting documentation will not be accepted via e-mail.
- Submit documents which are clear and legible. Illegible documents cannot be used for qualification or verification purposes.

- Due to the high volume of applicants, we are unable to confirm receipt of supporting documentation. If faxing, you should retain confirmation of a successful fax transmission including the number of pages successfully transmitted as proof of submission.
- If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing a previous submission, you must fax and/or upload both the old document and the new document.
- If you are using the system generated fax cover sheet, please fax to the number listed on the fax cover sheet.
- Our online application system is 100% compatible with Internet Explorer (IE) versions 6.0 and above and Mozilla Firefox versions 2.0 and above.
- Applicants who cannot apply on-line must request a hard copy application packet from the Agency Contact listed in the vacancy announcement. Resumes and/or supporting documentation alone will not be considered without the inclusion of a hard copy application packet.

Contact Information:

DO NOT EMAIL DOCUMENTS
 Phone: 612-336-3345
 Fax: 612-336-3560
 Email: Mary.M.Buresh@aphis.usda.gov

Agency Information:
 Marketing & Regulatory Programs
 100 N 6th Street, Butler Sq Bldg, 510C
 Minneapolis, MN 55403
 Fax: 612-336-3560

What To Expect Next:

You may check the status of your application on-line 24 hours a day through USAJOBS. Status updates will be available after 2-3 weeks. For instructions on checking your application status click : [Checking My Application Status](#) No additional correspondence will be sent.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>
 Control Number: 2182014