

Animal and Plant Health Inspection Service

Job Title: Budget Analyst

Department: Department Of Agriculture

Agency: Animal and Plant Health Inspection Service

Sub Agency: Marketing & Regulatory Programs

Job Announcement Number: 24WS-2012-0009

SALARY RANGE: \$47,448.00 to \$61,678.00 / Per Year

OPEN PERIOD: Tuesday, February 07, 2012 to Tuesday, February 21, 2012

SERIES & GRADE: GS-0560-09

POSITION Full-Time - Permanent

INFORMATION:

PROMOTION POTENTIAL: 09

DUTY 1 vacancy(s) - Elkins, WV [View Map](#)

LOCATIONS:

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 #6WS-2012-0007. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS.](#))

JOB SUMMARY:

This position is located in Elkins, West Virginia, in the U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) program, directed at the reduction of wildlife damage as it relates to agriculture, human health and safety, public and private property, and natural resources. The incumbent is responsible for providing recommendations to administrative personnel and assisting the State Director in conducting and coordinating the administrative support activities in the areas of budget and fiscal management, procurement, property, personnel, data processing, and record keeping for the program and, in some cases, a separate state budget.

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](#)

KEY REQUIREMENTS

- U.S. Citizenship

DUTIES:

The duties may include, but are not limited to:

- Participates in the development, preparation, and review of financial reports and budgetary summaries as well as the execution and presentation of budget and financial information.
- Compiles and prepares the annual operating, work, and financial plans for the state WS program; prepares budget projections based on general knowledge and information received from the State Director and Regional Office.
- Reviews documents such as Cooperative Service Agreements (i.e. reimbursable and trust fund), Interagency Agreements, Grants and Cooperative Agreements, and Memoranda of Understanding.
- Maintains the APHIS Cost Management System (ACMS) by entering planned/committed ledger items, salary projections, allocations, and agreements; reconciles ACMS transactions and runs recurring reports.
- Reviews for completeness and accuracy all obligation documents, salaries/benefits assignments, cooperative service agreements, accounts receivable, travel vouchers, and invoices; retrieves, analyzes, and reviews federal and/or state accounting system reports and program ledger to ensure they are in balance, accounting data is valid, and that adherence to the prescribed regulations and procedures outlined in the cooperative service agreement established for each project has been accomplished.
- Coordinates with the State Director, District Supervisor, and Budget Technician to monitor and analyze procurement/payment of all credit card purchases through federal and/or state accounting systems; contacts vendors, agency personnel, and others to resolve routine problems and answer expenditure related questions.
- Inputs travel authorizations/vouchers into the on-line travel system and submits for payment to the traveler; initiates all requests for SF-52s (Personnel Action Requests) required for the area in accordance with established procedures, ensuring the appropriate documents are prepared and forwarded; ensures the timely and accurate submission of time and attendance data for processing salary payments; trains new staff on appropriate administrative paperwork.

QUALIFICATIONS REQUIRED:

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-9: Master's degree or equivalent graduate degree in a related field, such as Accounting, Finance or two full years of progressively higher level graduate education leading to such a degree, or LL.B. or J.D.

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-9 GRADE LEVEL

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:

- Develops recommendations to management for gaps and conflicts in program budgetary information.
- Understands state and federal regulations and regulatory provisions applied to the appropriation and budgetary process required to compile, organize, and track continually changing expenditures.
- Forecasts and maintains budget for personnel salaries and expenses of a program and makes recommendations regarding the adjustment of funds.
- Experience working with the APHIS Cost Management System (ACMS) or a separate state system for creating planned/committed ledger entries, salary projections, allocations, and agreements for reconciling and analyzing continually changing financial data.
- Experience working with Excel and Access software; must learn to navigate Access databases to sort relevant budget figures for management analysis.
- Experience organizing large amounts (> 35 accounts) of financial data, contracts, invoices, and budgetary documents to complete work.
- Review quantity of work and prioritize work to meet deadlines and priorities of higher officials.
- Experience interacting with Department of Defense, other federal agencies, state agencies, local government agencies on fiscal matters; experience providing customer service to government agencies, private businesses and organizations, or individuals.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-9 GRADE LEVEL

Applicants may have combinations of successfully completed graduate education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent. To learn more about combining education and experience for this series, click the following:

Combining Education and Experience for Administrative and Management Positions

Special Conditions:

- Males born after 12/31/59 must be registered with the Selective Service.
- DD214 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.
- Occasional travel may be required.

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 and are proficient in the following skills or competencies below. *Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.*
 - Ability to apply the methods, principles, and techniques used to formulate, present, control, and execute federal budgets
 - Knowledge of computer technology and automated financial management systems
 - Knowledge of administrative programs, policies, and procedures
 - Oral, written, and interpersonal skills
 - Cooperative Agreements
- 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.

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](#)

OTHER INFORMATION:

- For information regarding CTAP eligibility for displaced Federal employees click: [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 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.

AGENCY CONTACT INFO:

DO NOT EMAIL DOCUMENTS

Phone: 612-336-3326

Fax: 612-336-3560

Email: Mary.L.Kubow@aphis.usda.gov

Agency Information:

Marketing & Regulatory Programs

100 N 6th Street, Butler Sq Bldg, 510C

Minneapolis, MN

55403

US

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.