



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

***Accounting Technician, GS-525-7  
(Full performance Level GS-8)***

***This is a career or career-conditional position.***

**This announcement is a solicitation for applications from "all sources."  
No prior civil service is required.**

**VACANCY ANNOUNCEMENT NUMBER 2002-244VJ**

The Office of Personnel Resources will be accepting applications for this position from **September 19, 2002**, through **October 21, 2002**. All applications must be received by **October 21, 2002**.

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A full time (40 hours per week) position is available for an Accounting Technician for the **Community Development Financial Institutions Fund (CDFI)**. The Fund is charged with promoting economic revitalization and community development primary through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

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The **Accounting Technician** position includes duties and responsibilities that require the incumbent to serve as the lead technical authority on matters of reviewing account information, processing and analyzing account transactions and maintaining awardee and vendor files. The incumbent must have knowledge of guidelines and terms relating to appropriations, the standard general ledger and a variety of financial documents.

**The Fund is located in the heart of downtown Washington, D.C. at 601 13<sup>th</sup> Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.**

Additional information is provided on the reverse side of this announcement for **Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities**.

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**BENEFITS:**                    ~ Salary \$31,397 to \$40,818   ~ 10 Paid Holidays   ~ Paid Annual & Sick Leave ~  
                                     ~ Federal Employees Retirement Plan ~ Health/Life Insurance ~ Incentive Awards ~  
                                     ~ Thrift Savings Plan (Similar to 401K plans offered in Private Sector) ~

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A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.

**APPLICATION PROCEDURES:** ~ In order to assist you in preparing your application package, instructions and a checklist are included with this announcement.

**QUALIFICATION REQUIREMENTS** ~ In accordance with the Office of Personnel Management's Group Coverage qualification standard for Administrative and Management Positions, dated 3/99, all candidates must possess one year of specialized experience. **Specific examples of experience creditable as "specialized" is included below.**

**Status** candidates who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans Employment Act of 1998:** The Veterans Employment Opportunities Act of 1998 permits an agency to appoint eligible veterans who have applied under an agency merit promotion announcement open to candidates outside the agency. To be eligible for appointment, a candidate must be a preference eligible or veteran separated after 3 or more years of continuous active service. Veterans who were released shortly before completing a tour are considered to be eligible.

**Specialized experience:** Specialized experience is experience which provides the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes, without limitation,

- Reviews accounting information received from program staff for completeness. Based on this information, determines the type of financial transaction to be processed and prepares the required financial input documents. Ensures financial transactions are accurately coded with correct posting codes: appropriation symbol, cost center, budget object class and reporting category. Batches financial input documents (consists primarily of notices of award, requests for award disbursement, credit card statements, and vendors invoices) for submission to the Bureau of Public Debt for processing. Enters all information relating to award obligations, disbursements, and invoices onto excel spreadsheets. For all Fund awards, obtains current banking information from all awardees, follows up with awardees when information is incorrect or not current.
- Maintains files relating to awardees and vendors. Ensures that files are complete and up-to-date. Files all information relating to award obligation, disbursement, ACH information and awardee correspondence in correct award file, and information relating to purchase requisitions, purchase orders, invoices and correspondence in correct vendor file. Files all information timely and accurately.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

**Rating Factors:**

1. Ability to and experience in processing various types of accounting transactions relating to obligations, disbursements and payment of invoices.
2. Knowledge of the basic guidelines and terms relating to accounting and appropriations (fund, allotment, obligation, expenditure, unliquidated obligation, etc);
3. Knowledge of the standard general ledger and budget object classes; and
4. Knowledge of a variety of financial documents and the ability to properly identify each, their impact on the general ledger and accounts; ability to recognize and analyze unusual financial transactions and the ability to correct prior incorrect transactions;

**Non-status candidates** are those applicants who have never been appointed to a permanent position in the competitive service or who are not eligible for special appointing authorities such as those for veterans who are preference eligible, veterans readjustment appointment (VRA) eligibles, and persons with disabilities. Applications received from non-status candidates will not be ranked under the agency merit promotion plan. Upon request from the selecting official, all non-status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Part 300, Subpart F, i.e., at least 52 weeks for consideration at the GS-06 grade level.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. All **REQUIRED** information must be received or you will not receive full consideration for this position.

**How to Apply:** Application packages may be mailed to: Department of the Treasury, Departmental Offices, Office of Personnel Resources, Room 6213, Metropolitan Square, 1500 Pennsylvania Avenue, NW, Washington, DC 20220. Applications sent in government postage paid envelopes or by government fax machine **WILL NOT** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted. Application packages may also be hand carried and placed in the application drop box located on the 6<sup>th</sup> floor reception area of Metropolitan Square.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the budgetary field with preferences for governmental entities. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

Non-critical Sensitive - This position has been designated non-critical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Financial Disclosure - The applicant selected for this position is not required to complete a Financial Disclosure Statement.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

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**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**

## APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

### JOB INFORMATION

- \*Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- \*Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

### PERSONAL INFORMATION

- First, last & middle name
- Mailing address (*with ZIP Code*)
- Social Security Number
- Day and Evening Phone Numbers (*with area code*)
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- Performance Appraisal
- Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- Job-related** skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- Job-related** qualifications must be described
- Job-related** certificates & licenses (*current only*)
- Job-related** training courses (*title and year*)
- Rating factors identified on the previous page. (*Factors may be addressed on bond paper.*)

### INFORMATION FOR VETERANS

- DD Form 214
- Proof of veterans' preference if applicable.

### PERSONS WITH DISABILITIES

- Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

### EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours.)
- \*College transcripts. (*If applicable*)

