



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010124A

OPEN: 03/13/2001

CLOSE: 04/02/2001

THIS IS AN AMENDMENT TO CHANGE THE VACANCY ANNOUNCEMENT TO C20010124.

POSITION VACANT: Accountant, GS-510-12/13. Salary ranges from \$53,156 to \$82,180 per annum.

PROMOTION POTENTIAL: Accountant, GS-510-12/13. Salary ranges from \$53,156 to \$82,180 per annum.

LOCATION: Office of Budget, Finance and Award Management, Division of Financial Management, Accounting Operations Branch, Financial Statements Section, National Science Foundation, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

AREA OF CONSIDERATION: All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

DUTIES AND RESPONSIBILITIES:

- Reconcile General Ledger Accounts and subsidiary accounts and make appropriate entries.
- Monitors daily operations of the accounting system including transaction inputs, updates, edits and corrections, evaluates the context, accuracy and timeliness of the General Ledger and subsidiary accounts.
- Prepares a variety of complex financial reports requiring a high degree of accounting expertise and knowledge of the agency and its programs and operations to include: Statement of Transactions (SF224), FACTSI, Quarterly Report on Budget Execution and Budgetary Resources (SF133/FactsII), Report on Receivables due from the Public (Sch. 9), Year End Closing Statement (SF2108).
- Coordinates the reconciliation and maintenance of budget and accounting controls with the agency Budget Office to insure adherence to established funds control mechanisms such as apportionments, allotments and budget execution plans.
- Coordinates with preparation of internal and external budget and financial reports related to funds control, and to appropriations limitations and prohibitions.
- Ensures audited financial statements and various financial reports are prepared in such a manner and consistency of format as to be readily reviewable by auditors from outside the federal government.
- Determines the appropriate treatment of financial transactions to keep pace with changing accounting and financial reporting requirements, and develops and proposes solutions to problems related to the accounting system.
- Ensures general ledger is maintained in accordance with USSGL.
- Maintains liaison with other federal agencies with fiscal input or interest in NSF programs (e.g., OMB, Treasury, GAO, GSA, etc.).
- Analyze and interprets financial data in order to detect, explain and interpret trends. Identifies needed corrective measures and processes to improve systems accuracy and utility.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. **U.S. CITIZENSHIP IS REQUIRED.** Applicants must meet one of the following basic requirements: A) a bachelor's degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. B) A combination of education and experience – at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicants background must also include one of the following: 1) 24 semester hours in accounting courses of appropriate type and quality. This can include up to 6 hours in business law; 2) A certificate as Certified Public Accountant, obtained through written examination; or 3) Completion of the requirements for a degree that included substantial course work in accounting, e.g., 15 semester hours, but that does not fully satisfy the 24-semester hour requirement, provided that a) the applicant has successfully worked at the full performance level in accounting; b) a panel of at least two higher level professional accountants determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4 year course of study; and c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements. In addition, to qualify for **for the GS-12 level**, candidates must possess one year of specialized experience which is directly related to the position and equivalent to the GS-11 level; **for the GS-13 level**, candidates must possess at least one year of specialized experience which is directly related to the position and equivalent to the GS-12 level. **Specialized Experience:** is experience which demonstrates the knowledge, skills, and abilities required to perform general and subsidiary ledger reconciliation, as well as analyze complex financial data and prepare a variety of financial reports. **Time-in-Grade Requirement:** Status candidates must have completed one year of service in a position at the next lower grade level in the normal line of progression for this occupation.

QUALITY RANKING FACTORS:

- Knowledge of complexities of Federal Financial Reporting that requires a high degree of accounting expertise to include the following types of reports: cash reconciliations or statement of transactions, budget execution, accounts receivable, yearly trial balances, year-end closing, and audited financial statements.
- Demonstrated knowledge of Generally Accepted Accounting Principles, standards, theories and practices. Knowledge and understanding of OMB, GAO, and the Department of Treasury policies and directives.
- Ability to effectively communicate, both orally and in writing.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. **In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.**

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related

to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation 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.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veteran's Preference, along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010124A. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Sybil Smith, (703) 292-4375 . Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: August 2002

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

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|---|---|
| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine (specify) | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair (specify) | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER