

EMPLOYMENT OPPORTUNITY
UNITED STATES
INTERNATIONAL TRADE COMMISSION
WASHINGTON, D.C. 20436

ANNOUNCEMENT NO. 00-16
ISSUING DATE: 06-05-00
CLOSING DATE: 06-19-00
AREA OF CONSIDERATION:
ITC Status Candidates Only

POSITION: Supervisory Accountant, GS-510-15

LOCATION: Office of Administration, Office of Finance

PROMOTION POTENTIAL: None

SUPV/MGR PROBATIONARY PERIOD REQUIRED: X YES NO

POSITION IS IN THE X COMPETITIVE EXCEPTED SERVICE

DUTIES:

As the Director of the Office of Finance, the incumbent directs a staff of professional and technical accounting personnel who are engaged in the various aspects of analytical and operational activities related to control of funds, full utilization of resources, fulfillment of Government accounting policies and full disclosure reporting. Serves as financial advisor to immediate supervisor and Commission management. Determines financial data of significance to management, and develops methods of presentation and interpretation of cost and financial analyses to management which will be effective in their planning and decisions. The incumbent develops policies and procedures required to assure effective management of Commission financial resources through the design, application and operation of accounting systems and effective interface with the Department of Interior (DOI) payroll, travel and general accounting and disbursing system. Provides for accounting support required to assure proper control of appropriated funds, and to meet reporting requirements of the Congress, Treasury, Office of Management and Budget, and the General Accounting Office. Plans, develops and installs detailed methods of funds control, recording cost accrual, and analysis and projection of expenditures and obligations. Executes reliable controls to assure the accuracy of DOI procedures and reports, as well as proper reconciliation of supplementary records maintained in the Commission with the general accounting records maintained by DOI. Directs the processing and payment of commercial accounts payable through the office. Provides direction and guidance in the processing of payroll for agency employees.

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THE U.S. INTERNATIONAL TRADE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.
IMPORTANT NOTE: Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service Registration PRIOR TO APPOINTMENT.

MINIMUM QUALIFICATION REQUIREMENTS:

All applicants must have a degree in accounting/auditing or a degree 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), OR at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following: (1) Twenty-four semester hours in accounting or auditing courses as listed above; or (2) A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination. In addition, each applicant must have one year of specialized experience equivalent to the next lower grade in the normal line of progression in the Federal service. Specialized experience is professional experience which required a knowledge of the theory, concepts, and practices of accounting and auditing and skill and ability to apply this knowledge to very broad assignments. Applicants with status must meet the time-in-grade requirement. **IF YOU ARE NOT CURRENTLY IN THE GS-510/511 SERIES A LIST OF COLLEGE COURSES OR A COLLEGE TRANSCRIPT MUST BE SUBMITTED TO DETERMINE QUALIFICATIONS.**

EVALUATION METHOD AND RANKING FACTORS:

Applicants will be evaluated on the extent and quality of their experience, education and accomplishments as they relate to this position. Consequently, all applicants must provide, as a supplement to their resume or application, a concise written statement describing education, training, and work experience, either paid or volunteer, which demonstrates their capabilities with respect to the knowledges, skills, and abilities (KSA's) listed below. **APPLICANTS WHO DO NOT PROVIDE A SUPPLEMENTAL QUALIFICATIONS STATEMENT ADDRESSING EACH KSA WILL NOT BE CONSIDERED FOR THIS VACANCY.**

For each ranking factor you should provide job-related activities you have participated in and describe specifically what you did. Also describe the outcome or results of the activity. Your response should provide indications of the difficulty and complexity of tasks, problems overcome, and the quality and effectiveness of the results.

1. A professional knowledge of the theory, concepts, and practices of accounting and ability to apply this knowledge to broad and difficult assignments.
2. Ability to supervise employees and plan and direct a financial accounting program.
3. Expert knowledge of appropriation accounting procedures and Federal Government fiscal systems as well as commercial accounting practices and procedures.
4. Ability to analyze and present financial data.

HOW TO APPLY:

You may apply with a resume, the Optional Application for Federal Employment (OF-612), SF 171, or any other written format you choose. You can obtain the Optional Application by calling the U.S. International Trade Commission, Office of Personnel, (202) 205-2651.

In order to receive full consideration for this position, all applicants must submit a complete application or resume.

WHAT TO INCLUDE:

Although the Federal Government does not require a standard application form, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Consequently, we ask that you supply all the information listed below. **IF YOUR APPLICATION IS INCOMPLETE, YOU MAY FAIL TO QUALIFY FOR THIS POSITION OR OTHERWISE LOSE CREDIT IN THE CANDIDATE RANKING PROCESS.**

Job Information

- Announcement number and title and grade(s) of the job for which you are applying.

Personal Information

- Full name, mailing address (with Zip Code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship (must be a U.S. citizen).
- Veterans' preference - If you served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov.

- Reinstatement eligibility (attach SF-50 proof of your career or career-conditional status).

- Highest Federal civilian grade held (Also give job series and dates held).

Education

- High school
Name, city, and state (Zip Code if known); date of Diploma or GED.
- Colleges or universities
Name, city, and state (Zip Code if known); majors.
Type and year of any degrees received (if no degree show total credits earned and indicate semester or quarter hours).
Send a copy of your college transcript only if substituting education for experience.

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying. Do not send job descriptions.

Job title

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year).
- Job-related skills, (for example, other languages, computer software/hardware, tools, machinery, typing speed).
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments (for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested)).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WHERE TO APPLY:

All applications or resumes should be submitted to: Office of Personnel, U.S. International Trade Commission, 500 E Street, S.W., Room 314, Washington, D.C. 20436. Applications or resumes will be accepted if postmarked by the closing date. Applications will not be returned. The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this Act is available upon request. Applicants may obtain a copy of the position description from the Office of Personnel.

APPLICATION CHECK LIST:

Be sure you have included the following:

1. Application for Employment (REQUIRED)

You may apply for this by submitting any one of the following application formats:

- (a) SF-171 (Application for Federal Employment);
- (b) OF-612 (Optional Application for Federal Employment; or
- (c) A resume.

The announcement number must be entered on the first page of your application.

2. Supplemental Qualifications Statement addressing each of the knowledges, skills, and abilities (KSA's). (REQUIRED)

3. A list of college courses or college transcript is required if you are not currently in a GS-510/511 position. . (REQUIRED)

4. A copy of your most recent performance appraisal. (REQUIRED).