



U.S. Department of Commerce

Vacancy Description:	Accountant, GS-0510-7/9, (FCIP)
Open Period:	12/10/09-12/21/09
Series/Grade:	Band II
Salary:	\$41,210.00 TO \$72,164.00
Promotion Potential:	BAND III-- (\$95,026)
Hiring Agency:	Bureau of Economic Analysis
Duty Locations:	MULTIPLE vacancies Washington DC Metro Area, DC
For more information, Contact:	Jennifer Dinkfeld, 301-763-6588, HRD.FCIP@census.gov

The Bureau of Economic Analysis (BEA) is one of the world's leading statistical agencies, recognized throughout the United States and around the world as a key source for the best and most comprehensive economic statistics available. The data produced by BEA are among the most important tools used in decision-making by policy-makers in the Congress and the executive agencies, including the Council of Economic Advisors, the Federal Reserve, the Office of Management and Budget and the Treasury. BEA's data are also used extensively by private businesses and a wide range of regional organizations, state and local governments, businesses and educational institutions.

Major Duties:

You will audit survey reports containing complex financial accounting and related economic data; explain to company representatives how survey questions relate to the company's financial and operating data; and contact delinquent reporters and cite regulations for filing. Your work may also include reviewing aggregated survey data, planning and developing the survey questionnaires, and developing and implementing procedures, methods, and techniques for processing the data. Requires knowledge of survey instruments, Generally Accepted Accounting Principles, including principles of consolidation, and methods of industrial coding; ability to use computer analysis and processing techniques.

Qualifications: Applicants must meet the following Minimum Qualifications requirements in order to be eligible to be considered for the position.

A. Bachelor's degree with a major in accounting or 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

B. Combination of education and experience - 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 of appropriate type and quality. This can include up to 6 hours of business law.

2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has 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 described in paragraph A; 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.

You MUST submit copies of transcripts with your resume.

In addition to meeting the Basic Entry Requirements, applicants must have the experience or education listed below or a combination of both:

BAND II (Grade 7):

EDUCATION - One full year of graduate education OR you have a bachelor's degree with superior academic achievement which is defined as one (or more) of the following:

Membership in a national honor society; Graduating in the upper 1/3 of your class; Earning an undergraduate grade point average (GPA) of at least 2.95 (on a 4.0 scale) in the final undergraduate years completed; Earning a cumulative undergraduate GPA of at least 2.95; Earning an undergraduate GPA of at least 3.45 in your major during the final 2 undergraduate years completed; or Earning a cumulative undergraduate GPA of 3.45 in your major. **OR**

EXPERIENCE: You must have one year of specialized experience as an Accountant at the GS-05 level in the Federal service or one year of equivalent professional work experience examining accounting documents for the proper accounting classification and authorization. You entered and processed data into various accounts and the general ledger, performed reconciliations and analyzed a variety of accounts. You recognized and adjusted differences between the general ledger and subsidiary accounts, reviewed financial data for completeness and prepared monthly trial balances and financial reports. You were under the direct and continuing supervision of a higher-level employee who provided specific directions that covered all aspects of the assignment. Your work was closely reviewed while in progress and when completed for accuracy and compliance with instructions.

BAND II (Grade 9):

Education: Master's or equivalent graduate degree or 2 full years of progressively higher-level graduate education leading to such a degree that provided you with the knowledge, skills, and abilities to perform the work of an accountant. **OR**

Experience: You have at least one year of specialized experience as an Accountant at the GS-07 level in the Federal service or one year of equivalent professional work experience that required a knowledge of accounting concepts and principles to perform a variety of technical accounting assignments. You examined accounting documents for the proper accounting classification and authorization. You entered and processed data into various accounts and the general ledger, performed reconciliations and analyzed a variety of accounts. You recognized and adjusted differences between the general ledger and subsidiary accounts, reviewed financial data for completeness and prepared monthly trial balances and financial reports. Your work was assigned by the supervisor or a higher level accountant who gave instructions and explanations with each assignment and provided guidance on work in progress. You independently carried out recurring work assignments. Completed work was reviewed for accuracy, adequacy, and compliance with instructions and procedures.

Benefits include: Flexible work schedules; 401(K) style retirement savings and investment plan; paid holidays, annual and sick leave; health, life and long term care insurance; dental and vision; transportation subsidy; and regular salary increases, individual and group incentive awards.

How to apply: You may apply for this position by submitting a resume, or any other written format you choose to describe your job-related qualifications, and an official transcript. We will accept applications that are faxed, emailed, or sent through regular mail. All materials should be submitted to Jennifer Dinkfeld at HRD.FCIP@census.gov, (301) 763-4706 (fax), or Jennifer Dinkfeld, Human Resources Division, 4600 Silver Hill Road, Room 2K031, Washington, DC 20233. To receive veterans' preference you must attach a copy of your DD-214 or other proof of eligibility with your resume. **Deadline:** All materials must be received by 5:00 p.m. Eastern Standard Time, Monday, December 21, 2009.

The U.S. Census Bureau is an equal opportunity employer. Selection for this position will be based solely on merit. The U.S. Census Bureau provides reasonable accommodations to applicants with disabilities where appropriate.