D.C. Pretrial Services Agency

Office of Human Resources, Strategic Planning, Analysis and Evaluation

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VACANCY ANNOUNCEMENT

Announcement Number: 06-21(MPP)

Opening Date: **March 22, 2006**
Closing Date: **Open until filled – 1st Cutoff date will be 30 days after the opening date and every 30 days thereafter until filled.**

Area of Consideration: Current and former Federal employees, CTAP/ICTAP eligibles, or persons eligible for non-competitive appointment under Special Hiring Authority. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Job Title, Series, and Grade: Accounting and Budget Officer, GS-0501-14
Permanent, Full-Time, Career or Career-Conditional

Salary: $91,407 - $118,828

Location: Office of Finance and Administration
Pretrial Services Agency (PSA)
Washington, DC

RELOCATION EXPENSES ARE <u>NOT</u> AUTHORIZED.

RELOCATION BONUS MAY BE AUTHORIZED.

The Office of Finance and Administration provides all financial management and acquisition services to PSA including formulation, execution, accounting and internal control; is responsible for procurement and contracting programs to acquire products and services for support of PSA programs, for contract administration and for the provision of a variety of administrative services including, but not limited to facilities, space and property management and support services and supply. The office is the proponent of all policies and procedures relating to these functions, ensuring adherence to law and regulation, and for advice to PSA senior management.

Summary of Primary Duties and Responsibilities:

The incumbent of the position serves as the principal advisor for the Director, Finance and Administration and senior PSA management on accounting matters. He/she will:

- Manages the PSA accounting program including accounting operations and services, automated accounting systems, reporting, audit and internal control and development of required policies and procedures.
- Oversees budget functions, including formulation, enactment, presentation and execution. Provides senior level advice on budget development and presentation and allocation and management of funds to ensure that PSA program requirements are met and funds are obtained and utilized in accordance with relevant law and regulation.

- Plans the budget and accounting programs from an overall agency. Develops and issues internal policies and procedures. Reviews new legislation or regulations and determines application to PSA programs. Schedules and conducts studies, surveys or projects to assess program needs, evaluate current policies or determine the need for new or revised policies.

- Manages the daily operations of budget and accounting systems. Develops structures and methods for funds allocation, cost control, and reporting. Identifies the need for and works with the Information Technology staff to develop, test and implement system changes.

- Manages federally required financial reporting activities.

- Develops and implements audit functions for PSA accounting operations. Oversees preparation of financial statements and coordination with independent auditors for all annual and quarterly audit planning and execution functions.

- Manages staff of the budget and accounting functions. Plans and assigns work, delegates responsibility, and establishes priorities. Administers leave policies, counsels employees on performance and administrative issues; interviews candidates for positions and recommends or takes personnel actions. Establishes performance standards and evaluates performance. Provides developmental activities for staff.

Qualification Requirements:

1. One year of specialized experience managing an accounting program including accounting operations and services, automated accounting systems, reporting, audit and internal control and development of required policies and procedures that was comparable in difficulty and responsibility to the GS-13 level.

Evaluation Methods:

Applicants will be evaluated on the extent and quality of their experience, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements and the selective factor, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

The selective factor must be met to be eligible for this position.

Selective Factor:

Candidate must have one of the following: CPA, degree in accounting, or 24 semester hours in accounting.

To receive full consideration, applicants must address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Knowledge of generally accepted accounting standards and principles, accounting concepts and fiscal procedures to include the daily oversight of the entire accounting cycle.

2. Skill in preparation of federal financial statements and coordination with independent auditors for annual and quarterly audit planning and execution functions.

3. Knowledge of federal accounting programs, including experience in accounting operations and services, automated accounting systems, Federal travel rules and regulations, reporting, audit and internal controls, and development of required policies and procedures.

4. Knowledge of federal budgeting concepts, regulations, policies and procedures.

5. Skill in oversight of operations and supervision of accounting or budget staff.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants must submit:

(1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related

qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at http:// www.usajobs.opm.gov/b.htm or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses.

(2) A supplemental sheet addressing the selective factor and each of the knowledge, skills and abilities listed above. You must indicate demonstrated experience and education/training in each factor.

(3) A copy of your most recent Notification of Personnel Action (SF-50).

(4) A copy of your most recent performance evaluation.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, financial disclosure, and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has

been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

Reasonable Accommodation: This agency provides reasonable accommodation 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.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Submit your application package to:

Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.