

Factor 3 - Guidelines

FL 3-3

275 pts.

Guidelines consist of established precedents, standards, laws, regulations, and organization policy and are not completely applicable to the work. The incumbent uses judgment in choosing, interpreting, and adapting guidelines to specific cases or problems.

Factor 4 - Complexity

FL 4-3

150 pts.

The incumbent's assigned work requires the application of established practices. Decisions regarding what needs to be done require analysis of accounting systems and functions for programs that are stable, where pertinent issues are known and where few conflicts in determining treatment of financial transactions or content and format of reports exist.

Factor 5 - Scope and Effect

FL 5-3

150 pts.

The purpose of the work is to perform a variety of accounting tasks, applying conventional accounting principles and procedures. The work affects the operation and management of programs by providing accurate and timely financial data.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 2.b. 75 pts.

Contacts are with employees both inside and outside the immediate organization, such as administrative officers, budget analysts, and automated data processing personnel. Contacts are made to plan, coordinate, or conduct accounting assignments and to resolve problems.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is performed in a typical office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1885 pts.

IV. UNIQUE POSITION REQUIREMENTS (*The immediate supervisor is to mark the appropriate descriptive paragraph below*)

___ The principal responsibilities of the incumbent involve systems accounting.

___ The principal responsibilities of the incumbent involve accounting operations.