

ACCOUNTS MAINTENANCE CLERK
GS-0525-03

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This position provides a worker who provides a variety of account maintenance clerical support which requires a basic understanding of accounting systems, policies, and procedures in performing the examination, verification, and maintenance of accounts and accounting data.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position provides accounting clerical support services. Duties typically performed include the following: examining incoming transactions (vouchers, cash receipts, invoices, etc.) for such items as accounting codes, signatures, prices, services, per diem rates, receipts or other information; sorting various incoming documents, logging pertinent data, assigning control numbers, and routing documents to appropriate units; assuring that information required for data entry is present, or referring incomplete documents to the supervisor; providing information about the status of actions or responding to other inquiries by referring to readily available information.

III. FACTOR LEVELS

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| Factor 1 - Knowledge Required by the Position | FL 1-2 | 200 pts. |
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Knowledge of the basic and commonly used accounting, or other financial management procedures, methods, and techniques associated with clerical types of duties to perform routine and repetitive tasks.

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| Factor 2 - Supervisory Controls | FL 2-2 | 125 pts. |
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The supervisor or designated employee provides general standing instructions on recurring assignments, indicating what is to be done, applicable policies, procedures and methods to follow, data and information required, quality and quantity of work expected, priority of assignments, and deadlines. Specific instructions are provided for new, difficult, or special assignments including suggested procedures, sources of information including the location and type of written material that may be used as an aid in completing the assignment. The incumbent uses initiative to perform recurring assignments. Situations not covered by instructions or precedents are referred to the supervisor for decision or help. Finished work and methods used are reviewed to assure technical accuracy and compliance with established instructions, methods, procedures, and deadlines. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

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| Factor 3 - Guidelines | FL 3-1 | 25 pts. |
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Guidelines are directly applicable, specific, and detailed (*e.g.*, desk procedures, checklists, code books, oral and/or written instructions, and samples) and they cover the important aspects of the work. The incumbent strictly follows guidelines and refers deviations to the supervisor or others for assistance or resolution.

Factor 4 - Complexity

FL 4-2

75 pts.

The incumbent's assigned work involves performing related procedural tasks in processing accounting, or other financial management transactions. The incumbent makes decisions, such as how to sort incoming documents, locate and assemble information, and correct errors based on a review or knowledge of similar cases or samples, or by selecting from among other clearly recognizable alternatives.

Factor 5 - Scope and Effect

FL 5-1

25 pts.

The purpose of the work is to perform limited, repetitive, or closely related tasks, such as sorting and routing documents or transactions, entering routine data or information into a data base system, or verifying repetitive kinds of data. The work facilitates the work of higher graded employees.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with employees within the immediate organization, office, or work unit, and in related support units and typically include other support personnel. Contacts are made to obtain, clarify, or provide information related to the accounting, or financial management support assignments.

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.

TOTAL = 490 pts.

IV. UNIQUE POSITION REQUIREMENTS