

Factor 3 - Guidelines

FL 3-1

25 pts.

Guidelines consist of established precedents, standards, laws, regulations, and organization policy. The incumbent receives specific guidance from a higher-level accountant, who is readily available to answer questions. All deviations are referred to a higher-level accountant.

Factor 4 - Complexity

FL 4-2

75 pts.

Assignments consist of specific tasks designed to give the accountant experience in the practical application of theory and basic principles of accounting. Decisions regarding what needs to be done follow well accepted accounting practices and established procedures within the organization. Actions to be taken or responses to be made are based on factual differences such as the type of information needed on balance sheets.

Factor 5 - Scope and Effect

FL 5-1

25 pts.

The purpose of the work is to train the incumbent in the application of accounting theory and concepts and to familiarize the accountant with the particular programs, procedures, and functions of the organizations serviced. The work facilitates the work of other accountants within the immediate organizational unit.

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

Contacts are made with other accountants and support personnel in the immediate office or related units within the organization. Contacts are made in order to acquire or exchange information or facts needed to complete an assignment.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

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

TOTAL = 940 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.