

ACCOUNTING TECHNICIAN
GS-0525-07

I. INTRODUCTION

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

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position provides accounting technical support services. Duties typically performed include the following: classifying accounting transactions (to include verifying the accuracy and completeness of the accounting data; determining the general ledger accounts, journals, and subsidiary accounts affected and the debit and credit entries to be made), maintaining and reconciling accounts; closing accounts and preparing reports, balance sheets and financial statements; analyzing accounting data; reviewing documents to verify accounting data as necessary, entering data into the system, and taking a trial balance; reconciling accounts, comparing account balances with related data to assure agreement; reviewing records and source documents to identify the sources of discrepancies; and determining the entries required to bring the account into balance; abstracting data reflecting financial condition and operating results, and presenting this data in the form of statements and reports; summarizing transactions and preparing control documents or other posting documents reflecting the entries to be made, and examining accounts.

May maintain control accounts and subsidiary accounts and process accounting transactions for a wide variety of functions including obligations, accrued expenditures, disbursements, appropriation refunds, reimbursable orders, earnings, collections, expenditure vouchers, cost transfers, rejected transactions, and other accounts in connection with the general ledger.

May receive and review purchase orders, contracts, and travel orders pertaining to claims and other similar documents against obligated funds, certifying and auditing all payments to assure compliance with terms.

May review and verify the validity of requisitions for supplies, services, printing, and equipment; review and approve travel and training orders and requests for personnel actions; record overtime usage; calculate funds for current and cumulative manpower by using staffing reports and overtime reports.

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 accountants, administrative officers, budget analysts, and automated data processing personnel. Contacts are made to plan, coordinate, or conduct 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 = 1485 pts.

IV. UNIQUE POSITION REQUIREMENTS