



**Wilson
Center**

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FEDERAL VACANCY ANNOUNCEMENT

ANNOUNCEMENT: CK841258AF

TITLE: Accountant – Financial Management Office

OPENING DATE: Tuesday, March 5, 2013

CLOSING DATE: Monday, March 18, 2013

PAY PLAN/SERIES/GRADE: GS-0510-07

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: This is a career/career conditional appointment in the U.S. civil service. All U.S. citizens may apply.

DUTIES:

- Perform financial or accounting system reviews, revisions, and reconciliations.
- Assist with performing financial analysis and implement fiscal policy.
- Work under close supervision to help identify and resolve accounting issues and problems and advise management of viable solutions.
- Conduct routine reviews of accounting transactions to ensure technical accuracy of the accounting records and compliance with laws, policies and regulations.
- Provide accounting/financial management advice and assistance to management.
- Format new financial or accounting reports, as required, in order to provide management with the required information.

BASIC REQUIREMENT:

Degree: You must have a degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. *****NOTE: You must submit your transcripts for verification.*****

MINIMUM QUALIFICATIONS:

Specialized Experience: One year of specialized experience equivalent to at least the GS-5 level in federal service that provided me with knowledge, skills, and abilities to successfully perform the duties of the position. Experience includes:

- Assisting with preparing financial statements, accounting policies and standard operating procedures;
- Applying regulatory accounting guidance to analyze accounting systems;
- Identifying problems such as inaccurate records and reports, inadequate maintenance of fund controls
- Assisting with compiling accounting information to develop reports; and
- Assisting with conducting cost analysis of a limited scope and participating with other accountants in developing cost estimates for projects and contractor proposals.

How to Apply: You must apply for this position online through USAJOBS, the Office of Personnel Management's employment web site. Click on the link below to open the job announcement:

<https://www.usajobs.gov/GetJob/ViewDetails/338382800>

Duties, requirements, application procedures and the full text vacancy announcement can be found at the above link.

****Please note: Applicants must apply online through the USAJOBS website. Application materials submitted to the Woodrow Wilson Center's HR office cannot be considered. ****

The Woodrow Wilson Center is committed to attracting and maintaining a high quality, dedicated and diverse workforce.