



## **ACCOUNTANT (0510 Series)**

### **Responsibilities**

- Performs a range of contracting functions including award, administering, negotiating, terminating and closing out various types of cost and fixed price contracts.
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- Determines contractors eligible to bid/propose and whether or not sufficient competition is available.
- Coordinates responses to pre-bid/proposal inquiries and from those responses determine the need for and prepare solicitation amendments.
- Analyzes operations, methods and procedures in order to recommend changes necessitated by revisions in policy, procedures, or procurement management concepts.

### **Qualifications**

**FOR THE GS-05 (or equivalent pay band):** Your resume must demonstrate that you have successfully completed the basic education requirement

**FOR THE GS-07 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience at or equivalent to the GS-05 grade level or pay band in the Federal service or equivalent experience in the private or public sector assisting performing accounting work, including the maintenance of accounting records, preparation, analysis and interpretation of financial statements; reviewing accounting data for accuracy to ensure the integrity of the accounting system; monitoring financial logs to identify errors or trends.

**FOR THE GS-09 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience at or equivalent to the GS-07 grade level or pay band in the Federal service or equivalent experience in the private or public sector maintaining accounting records and preparing financial reports for review; identifying problem transactions to ensure proper posting to appropriate balance sheet and income statement accounts; and identifying budget or funds management problems and assisting others in offering alternative solutions.

**FOR THE GS-11 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience at or equivalent to the GS-09 grade level or pay band in the Federal service or equivalent experience in the private or public sector applying accounting principles, theories, and techniques to perform accounting work for operational programs or systems; examining accounting data/records to ensure accuracy and investigate complaints; developing queries and reports utilizing automated accounting systems; and analyzing and advising managers on accounting and financial matters.

**FOR THE GS-12 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience at or equivalent to the GS-11 grade level or pay band in the Federal service or equivalent experience in the private or public sector adapting standard accounting principles, theories, techniques and procedures to solve problems where little to no precedent information exists; assessing internal control processes and accounting systems to solve a variety of accounting and/or auditing problems; analyzing accounting systems by adapting conventional accounting and analytical techniques to solve controversial accounting problems.



## **Education**

- A. **Degree:** 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. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")  
**-OR-**
- B. **Combination of education and experience:** at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Background must also include one of the following:
1. **Twenty-four semester hours** in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
  2. A certificate as **Certified Public Accountant** or a **Certified Internal Auditor**, obtained through written examination;
  3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements

**Applicants may substitute education for experience in the following situations if it provided the knowledge, skills, and abilities necessary to do the work:**

**FOR THE GS-07 (or equivalent pay band):** Your resume must demonstrate that you have successfully completed one full year of graduate level education OR you have successfully completed a bachelor's degree with superior academic achievement

**FOR THE GS-09 (or equivalent pay band):** Your resume must demonstrate that you have successfully completed a master's or equivalent graduate degree OR have successfully completed two full years of progressively higher graduate level education leading to a master's degree

**FOR THE GS-11 (or equivalent pay band):** Your resume must demonstrate that you successfully completed a Ph.D. or equivalent doctoral degree OR you have successfully completed three full years of progressively higher level graduate education leading to a Ph.D. or equivalent degree

Additional qualification information can be found from the following Office of Personnel Management websites:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF> ;

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/accounting-series-0510/>

**Clearance:** Secret