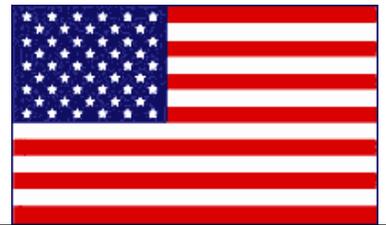




# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. Announcement Number</b>  <b>MP-09-0265-PP</b>	<b>2. Title, Series, Grade, Salary</b>  <b>Accounting Technician</b> (80060/88620) <b>GS-525-4/5</b> <b>\$28,917 to \$42,060 per annum</b> (Based on full-time employment)	<b>3. Tour of Duty</b>  <b>8am – 4:30pm</b> <b>M-F</b>	<b>4. Duty Station</b>  <b>Fiscal Service,</b> <b>Portland Division</b>
<b>5. Type &amp; Number of Vacancies</b>  <b>Permanent</b> <b>2 Full-time positions</b>	<b>6. Contact</b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. Opening Date</b>  <b>7/28/2009</b>	<b>8. Closing Date</b>  <b>8/17/2009</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

This position is located in Fiscal Service of the Portland VA Medical Center. Incumbent will receive and review a variety of documents such as contracts, purchase orders, bills of lading, moving expenses, employee travel, estimated miscellaneous obligations, adjustments, change orders, receiving reports, issues, miscellaneous property vouchers for processing through the accounting system. Examines transaction documents for accuracy, propriety, and adequacy of funds prior to classification and entry into the records. Computes any allowable discounts of FMS input/output clerk. Incumbent will receive and respond to a wide variety of correspondence generated by third party health appropriate action to satisfy inquiries. In the performance of official duties, the employee has regular access to printed and electronic files containing sensitive information that must be protected under the provisions of the Privacy Act of 1974 and other applicable law and regulations.

### THIS POSITION IS IN THE BARGAINING UNIT

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-525, Accounting Technician, Clerical and Administrative Support series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**General Experience:** GS-4; at least one (1) year of general experience that includes, but is not limited to progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience:** GS-5: One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-4. Specialized experience would include clerical and administrative duties with accounting involved for a large complex organization.

**Substitution of Education for Experience:** GS-4: completion of at least two (2) year of education above high school. GS-5: successful completion of at least four (4) year of education above high school. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:**

1. Knowledge of accounting procedures related to appropriation funding, allotments, obligations and disbursements, and the ability to analyze the interrelationships of accounts that are affected by transactions.
2. Knowledge of accounting procedures related to appropriation funding, allotments, obligations and disbursements.
3. Knowledge of a variety of computerized financial system used to enter, modify and retrieve information in an automated general ledger system.
4. Ability to process multiple accounting transactions, reconcile reports, identify errors and make corrections.
5. Ability to communicate orally and in writing.

(Continued on next page)

## **CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

### **Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 8/24/2009)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 8/24/2009)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

**All application packets must be received in Human Resources by Close of Business (COB) on 8/17/2009 (except as noted above).** Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-09-0265-PP**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

## **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

## **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**