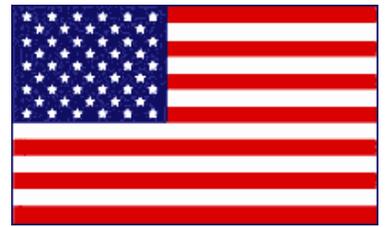




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>MP-10-0168-SJ</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Accounting Technician (20239A) GS-525-6 \$36,799 to \$47,837 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am – 4:30pm M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Fiscal Service, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent 1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>05/28/10</b>	<b>8. <u>Closing Date</u></b>  <b>06/18/10</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees, Veteran's Canteen Service and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement.

### MAJOR DUTIES:

The position is located at Portland VA Medical Center, Portland campus, in Fiscal Service, Accounting section. The incumbent performs technician level work in direct support of budget, accounting, auditing, fiscal, and/or financial management function. Performs accounting functions concerned with the classifying of accounting transactions; maintaining and reconciling general ledger accounts. Receives and reviews a variety of documents, computerized and hard copy, such as contracts, purchase orders, bills of lading, estimated miscellaneous obligations, adjustments, change orders, receiving reports, miscellaneous property vouchers, accounts receivables, deposits for processing through the accounting system. Examines transaction documents, both computerized and hard copy, for accuracy, propriety, and adequacy of funds prior to classification and entry into the records. Ensures that estimated obligations documents (1358's) are in compliance with the handbook and all necessary fields are completed. Obligates funds for the various appropriations and analysis accounts. Determines the proper classification and costing from information shown on transaction documents, records proper classification and costing on the transaction document, both computerized and hard copy, prior to recording into computerized accounting system. Performs monthly reconciliations of outstanding payables, inventory accounts, undelivered orders or others as assigned. This includes comparing general ledger accounts with subsidiary records, both computerized and hard copy, and taking appropriate action as needed to bring the accounts into balance. Reconciles net disbursements and makes necessary corrections of computer rejected transactions. Assists Fund Controllers in various services in the maintenance of their fund control points. Works with Budget to ensure that FCP Balances are corrected when FMS and IFCAP do not reconcile. Assists in the preparation of recurring and nonrecurring reports as assigned. Must be able to review and analyze all type of documents.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-525 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.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-5. Specialized experience includes, but is not limited to accounting transactions and procedures, obligation of funds, reconciliations, and use of an automated general ledger system.

**Substitution of Education for Experience:** Generally, not applicable.

### 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.
2. Ability to analyze the interrelationship of accounts that are affected by varied transactions
3. Knowledge of a variety of computerized financial systems used to enter, modify and retrieve information in an automated general ledger system.

(Continued on next page)

4. Ability to communicate orally and in writing.

#### **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 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 06/25/10)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 06/25/10)
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 06/18/10 (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-10-0168-SJ**

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.**