



VACANCY ANNOUNCEMENT

OPEN DATE: April 7, 2019

CLOSING DATE: April 13, 2019

POSITION TITLE: Budget Technician

TYPE OF POSITION: Term Appointment with possibility for Benefits, Excepted Service
Not to Exceed 13 months (may be extended up to 4 years)

WORK SCHEDULE: Full Time

ANNOUNCEMENT #: WSNY-190407

SERIES/GRADE: GS-0561-05/06/07

FULL PERFORMANCE LEVEL: GS-0561-07

LOCATION: Rensselaer, NY
(Relocation expenses will not be paid)

SALARY: \$33,721 to \$54,299 per year

WHO MAY APPLY:

- Must be a U.S. Citizen
- Must be 18 years old
- If you are a male born after December 31, 1959 and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must be registered with the Selective Service System, unless you meet certain exemptions (proof of registration and/or exemption required). Website: <http://www.sss.gov>.

REQUIRED DOCUMENTS:

Resume (include days/months/years worked, work schedule, and grade level if federal)
Transcripts (if qualifying on education)
DD-214 (Member 4 copy) and/or VA letter required for applicable Veteran preference.
Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted.

HOW TO APPLY: Additional materials not listed above (i.e. position descriptions, training certificates, etc.) may not be considered. Applicants who do not submit the required items listed

above may not be considered. Applications with all supporting documents must be submitted to the contact office and must be **RECEIVED** by the **CLOSING DATE** of this announcement.

Interested individuals should send a resume, transcripts, veteran documentation (if applicable) to the address listed here:

CONTACT OFFICE:

Allen Gosser
USDA, APHIS, Wildlife Services
allen.l.gosser@aphis.usda.gov

DUTIES:

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.

The duties may include, but are not limited to:

The incumbent's primary responsibility is to assist the State Director (SD) and Budget Analyst in the development, forecasting and tracking of workloads, expenditures, and accounts for all funding sources.

The incumbent shall provide technical support on procedural matters and complete required documents for submission to the Regional Office. Examines historical data and collects information to determine the annual fiscal needs for the State WS program for use in developing operating budgets.

The incumbent retrieves and reviews FMMI reports and multiple program ledgers to assure they are in balance and accounting data is valid, and adherence to prescribed regulations and procedures outlined in the cooperative service agreement established for each project has been accomplished.

Responsible for credit card purchases when directed. Uses budget object class codes and accounting codes to ensure expense is charged to the proper account. Maintains files by cardholder.

Maintains a procurement tracking system and follows up on orders. Checks incoming orders for damage and ensures that receipt copies of purchase orders are submitted to the appropriate office in a timely manner. Follows up on invoices and other payment documents.

The incumbent provides technical guidance to employees performing office and program service functions in the State WS Office and in the field. This includes training personnel assigned to these positions.

Occasional travel for training and work assignments may be required.

MINIMUM ELIGIBILITY REQUIREMENTS:

To qualify, applicants **MUST** meet all minimum qualification requirements, except Medical Requirements, by the closing date of the announcement.

QUALIFICATIONS REQUIRED:

FOR THE GS-05 LEVEL: Applicants must have one year of specialized experience equivalent to the next lower level that may have been obtained in the private or public (local, county, state, Federal) sectors which demonstrates:

- Experienced in maintaining property inventories in a database and producing reports from that database.
- Experienced in tracking and filing credit card expenditures for invoicing, program efficiency, and auditing purposes.
- Experienced in processing administrative forms for employee reimbursements, awards, and newly hired employees.
- Experienced in procuring equipment, services, and supplies for program needs.

OR

4 years above high school. Equivalent combinations of education and experience are qualifying for this grade level.

FOR THE GS-06 LEVEL: Applicants must have one year of specialized experience equivalent to the next lower level that may have been obtained in the private or public (local, county, state, Federal) sectors which demonstrates:

- Experienced in receiving, submitting, and documenting miscellaneous payments.
- Experienced in working with vehicle leases.
- Experienced in inputting travel documents using standardized, web-based software.
- Experienced in the submission of personnel actions.

(Note: There is no education substitution for this grade level.)

FOR THE GS-07 LEVEL: Applicants must have one year of specialized experience (equivalent to the GS-06 level) that demonstrates:

- Experienced in producing routine financial management spreadsheets that contain: 1) data integrated from external reports; 2) formulas incorporating database, logical, and lookup/reference functions, and 3) pivot tables.
- Experienced in the concepts of project management with some application.
- Experienced in reviewing project budgets for completeness.
- Experienced in supporting budget analyst duties by performing routine data analysis, cost projections, and document processing.

(Note: There is no education substitution for this grade level.)

HOW YOU WILL BE EVALUATED

Applicants who meet basic minimum qualifications may be referred to the hiring manager for selection. Qualified candidates eligible for veterans' preference will receive referral and selection priority over non-veterans.

OTHER REQUIREMENTS: (if applicable to your position)

- Must obtain or have a valid New York driver's license. Operation of Government-owned or leased vehicles is required.
- As a condition of employment, appropriate security clearance is required for this position.
- Position is subject to random and applicant drug testing.
- Must demonstrate a respect for safety in all operations, including the operation of motor vehicles, firearms, control devices, and equipment.

Emergency Response – APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur – and could range from several emergencies in a year to none over the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, including overtime, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty state location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum.

See this link:

<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/>

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the

Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

Relocation costs will not be paid for this position.

More than one position may be selected from this announcement.