

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
 NLL0741000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive	
								13. Competitive Level Code 0802	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Budget Assistant	GS	561	08	Bp	14 Oct 97
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____
 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)		c. Third Subdivision DIRECTORATE FOR RESOURCES MANAGEMENT	
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision FINANCIAL MANAGEMENT DIV	
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND		e. Fifth Subdivision	

Employee Review—This is an accurate statement of the major duties and responsibilities of my position.
 Signature of Employee (optional) _____

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <u>Richard Gilmour, Chief, Financial Mgmt Div</u>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <u>Mack R. Perry, Acting Dir for Resources Mgmt</u>	
Signature 	Date 10/29/97	Signature 	Date 10-27-97

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.
 Typed Name and Title of Official Taking Action
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

22. Position Classification Standard/Used in Classifying/Grading Position
 US OPM PCS for Budget Clerical & Assistance Series, GS-561 (TS-67), Mar 83

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks
 Position is at the Full Performance Level
 BUS: 7777

INTRODUCTION

This position serves as an Budget Assistant in the Directorate of Resources Management at Simulation, Training and Instrumentation Command (STRICOM). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition, and fielding of Army training devices; simulations and simulators; major test instrumentation; targets and threat simulators and distributed interactive simulation (DIS). This position serves as a Budget Assistant with the Resources Management Directorate. Performs a variety of procedural and technical budget duties for STRICOM programs. Assists higher graded employees in collecting, compiling and consolidating data for the STRICOM budget formulation, budget execution (preparing and processing internal and external funding documents) and compiling and editing various statistical reports.

MAJOR DUTIES

1. Serves as a source of budgetary information for a wide variety of appropriated fund and reimbursable travel and transportation accounts. Provides up-to-date budgetary information on a wide variety of guidelines and procedures applicable to appropriate and industrially funded accounts. Resolves problems in processing nonstandard transactions, applies a thorough knowledge of established guidelines and procedures in suggesting alternative means of obtaining/using available funds. Participates in the review of appropriate funds citations, maintains logs and files pertaining to expenditures on accounting classifications. Prepares required internal and external reports. Processes and records billing invoices. Participates in the review of travel documents, issues travel order numbers and assigns/records appropriate funds citations, maintains logs and files pertaining to expenditures on accounting classifications. Determines appropriations to be charged by object class and line item, and chargeable fiscal year, and forwards invoice to appropriate accounting office for payment. Prepares extensive and complicated budget reports showing current status of funds in accounts managed by STRICOM. Prepares recurring and special summary reports on specific areas of the budget. Extracts, compiles, and summarizes unrelated workload and cost data used by others in preparing budget estimates. Adjusts a wide variety of appropriated fund and industrially funded accounts to reflect effects of budgetary transactions (i.e., obligations, expenditures, transfers, and reimbursements).

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2. Performs routine budgeting functions in the formulation, execution, and review of assigned portions of the

revises the annual budget estimates for support activities. Researches, compiles and summarizes data concerning expenses and summarizes data (rebase abolishes expenditure orders to introduce the order into the installation accounting system. Monitors and analyzes performance and advises affected elements when funds are either not being used or when it appears that additional funds will be needed. Takes appropriate action to obtain additional funds and close out expenditure orders when the purpose for which the order has been established is accomplished. Participates in the development of the STRICOM budgets. Collects, compiles, and verifies data obtained from several sources and prepares supporting schedules. 50 %

Performs other work as assigned.

FACTOR 1. KNOWLEDGE REQUIRED FOR THE POSITION

- Detailed knowledge of local and higher echelon budget procedures, forms, formats, documents, reports, and related requirements to compile and organize the annual budget request for the employing organization.
- Detailed knowledge of the structures of appropriation accounts, object classes, and line items of the organizations
- Knowledge of the organization's mission, functions, program, and administrative activities to relate estimates to established budget categories.
- Knowledge of procedures, regulations, and deadlines established by higher echelons in the agency to prepare supplementary guidance concerning the form of budget estimates submitted at the local level.
- Detailed knowledge of the structure of the organization's administrative and program budget accounts to adjust records in accordance with changes in funding levels in approved annual budgets.
- Practical knowledge of agency budgetary processes, and procedures for transactions involving two or more appropriations with different guidelines and procedures.
- Knowledge of the mix of appropriated fund and/or revolving fund accounts. Knowledge of the regulations that apply to the processing of requests for allotments to cover substantive, mission oriented programs, and procedures for transferring funds between accounts and object classes among different appropriations. Knowledge of requirements for reporting on budget execution

Knowledge of the daily reconciliation of the station travel advance account to ensure proper balance is maintained. Verification of entries is accomplished to identify erroneous expenditures in this account and initiate corrective action.

- Knowledge is used to identify and extract budgetary information from many different source documents (e.g., accounting records, vouchers, job orders, payroll records, cost estimates, appropriations documents) when this requires considering the applicability of the information and the characteristics (e.g., accurate and reliability) of the sources.

- Knowledge's and the ability to compile, consolidate, organize, and summarize information about the budget of the organization in annual budget estimates and a variety of one-time and recurring reports.

FACTOR 2. SUPERVISORY CONTROLS

- The employee works directly for the official who is responsible for the provision of administrative and financial support to the organization's programs and staff offices. The supervisor provides general information about new priorities and deadlines, and changes in reporting requirements.

The employee independently compiles, consolidates, coordinates, and organizes the submission of the budget request covering the organization's projected annual program and administrative expenses. The employee is fully responsible for the timeliness, arithmetical agreement, and procedural adequacy of all forms and documents required to support the budget request.

Completed budget requests are reviewed by the supervisor to assure that major areas of budgetary concern are addressed, and that all necessary clearances and endorsements have been obtained. The employee usually responds directly to inquiries from fund reviewing and granting authorities concerning procedures and requirements for preparing estimates and requesting funds.

FACTOR 3. GUIDELINES

The employee must be familiar with the wide variety of general procedural instruction and regulatory requirements issued by higher echelon as well as issuance's by STRICOM. Guidelines may not specifically cover all aspects of the assignment and may require judgment in their application. Guidelines may have to be adapted to cover new or unusual

FACTOR 4. COMPLEXITY

Employee exercises a high degree of personal judgment and abstract reasoning in choosing the best of several alternate courses of action to resolve complex problems and assures that the methods employed are in accordance with sound principles of accounting.

Complete budgeting responsibility is assigned for the total or a designated portion of the program to the employee. The employee works concurrently with several different complex systems involving general and cost accounting. Each system possesses its own unique features and requirements. A high degree of accuracy and timeliness is required in the performance of budgeting functions with special emphasis on analyses of accounting information in the preparation of financial reports.

FACTOR 5. SCOPE AND EFFECT

Performs special reviews and analyses to ensure the integrity of the overall general ledger controls and the accuracy of the balances and associated reports. The functions of the employee are to maintain accurate official records and operate the accounting systems in accordance with regulations and procedures promulgated by the higher authority. As a result, the work results in eliminating duplication of effort, better adherence to financial recording and reporting requirements, and more assurance of accurate information for the operating programs. The end result that higher headquarters and local management are provided with accurate and timely financial reports and statements on the fiscal and financial posture of STRICOM.

FACTOR 6. PERSONAL CONTACTS

Contacts are with persons in the same Federal agency, but outside the immediate employing organization or office. People contacted are generally engaged in different functions, missions, and kinds of work (e.g., accounting, data processing, budget, program, and/or administrative personnel). Those contacted may be at different echelons within the agency (i.e., field, district, or regional offices; or headquarters level).

This level also includes routine contacts with persons engaged in budgetary work in other Federal agencies.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to coordinate and provide advice

maintenance, and submission of budgetary forms, schedules, and reports (e.g., budget estimates, quarterly reports on budget execution, or budget requests). These actions are necessary to maintain the accuracy and reliability of the accounting system, and more importantly, to provide the timely availability and recovery of funds not effectively being utilized in order that they may be used for other projects.

Contacts require persuading others to follow recommended methods, practices, and procedures, and to meet established deadlines.

FACTOR 8. PHYSICAL DEMANDS

The work is primarily of a sedentary nature, although the employee may occasionally carry light items such as files, computer generated schedules, ledgers and listings.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office setting with no unusual risks or discomforts. The work area is properly heated, lighted and ventilated.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 10741

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."