

Classification: Budget Technician, NK-0561-III

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)

1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2nd Div: Project Support Group

3rd Div: Finance Directorate

4th Div:

Supervisor's 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 violations of such statutes or their implementing regulations.

Immediate Supervisor: Jo Ann Hathaway

Title: Director, Resource Management

Signature: _____ /s/ _____ **Date:** 5/2/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: _____ /s/ _____ **Date:** 5/5/03

FLSA: Nonexempt **BUS Code:** 7777 **CL:** 325

Drug Test: No **Emergency Ess:**

Key Position: **OPM Functions Code:**

Sensitivity: NCS **Status:** Competitive

Reason for Submission: Acq Demo Conversion **Subject to IA:** Yes

Previous PD Number: 10741 **Mobilization:**

Envir. Diff: **Career Prg ID:**

Acq Posn Category: **CAPL Number:**

Acq Career Level: **Acq Posn Type:**

Acq Special Asgmt: **Acq Prog Ind:**

Career Spec – Primary: **Career Spec – Sec:**

Cont Job Site: **Mobility:**

Financial Disclosure: [] Public Financial [] Confidential Financial

[] Supervisor [] Manager [X] Neither

Citation 1: USOPM PCS for Clerical and Technical Accntng and Budg Work, GS-0500C HRCD-4 Dec 1997

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Budget Technician, NK-0561-III

III. Duties:

Assists higher graded employees in collecting, compiling and consolidating data for the PEO STRI budget formulation, budget execution (preparing and processing internal and external funding documents) and compiling and editing various statistical reports and independently performs a variety of budgetary, administrative, and statistical functions to support budget formulation and budget execution.

Processes funding documents to DFAS for payment. Keeps log of all documents. Processes and records various billing invoices. Prepares FEDEX invoices, GSA Lease and GSA fleet invoices. Responsible for routing and approval of Official Representation Funds. Processes PEO STRI's airline invoices. Administrative point of contact for Purchase Card.

Generates budget/funding documents for Budget Analysts. Prepares required internal and external reports. Prepares recurring and special summary reports on specific areas of the budget and travel.

Designated Agency Program Coordinator for the PEO STRI Government Travel Card. Reports delinquent accounts. Prepares suspension report. Assists cardholders with credit lines and ATM limits. Transfers incoming cardholder accounts.

Extracts Funding Allocation Documents (FADS) from Program Budget Allocation System. Distributes reports to appropriate personnel. Keeps a spreadsheet by appropriation for all incoming funding documents.

Performs other work as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts complex administrative activities. Develops rules, procedures, or operations for complex/difficult organizational tasks. Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts. Identifies issues requiring new procedures and develops appropriate guidelines.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others on complex issues/problems that may cross functional areas. Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation. Leads and guides others in formulating and executing plans in support of team goals.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers. Establishes customer alliances and translates needs to customer service. Works independently with customers at all levels to define services and resolve non-routine problems.

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to

mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others. Guides and accounts for results or activities of individuals, teams, or projects. Promotes individual/team development; leads development of training programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops and advises on administrative procedures and communicates them to all levels, both internally and externally. Prepares, reviews, and/or approves documents, reports, or briefings. Explains and/or communicates administrative/functional procedures at all levels.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans, acquires, and allocates resources to accomplish objectives. Coordinates resources across projects. Optimizes resource utilization across projects.

Selective requirements,

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGES, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES:

Knowledge of program planning and budgeting cycles

Ability to gather, analyze, organize, and present data and supporting analyses

Ability to use office automation tools and techniques to generate reports, briefing materials, and/or comparable documents

Knowledge of general office administrative and clerical procedures

Ability to research, analyze, interpret and apply rules, regulations, and procedures

Knowledge of budget principles, practices, methods, and techniques

Knowledge of automated management data systems

Ability to plan and organize work

Ability to communicate orally and in writing

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit