



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 09-15  
OPEN: MAY 12, 2015  
CLOSE: MAY 29, 2015**

**POSITION TITLE:** FINANCIAL ANALYST  
**GRADE:** PRC-3  
**SALARY RANGE:** \$57,952 - \$92,720  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF ACCOUNTABILITY AND COMPLIANCE  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**SECURITY**

**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT  
**WHO MAY BE CONSIDERED:** OPEN TO ALL US CITIZENS

**INTRODUCTION**

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated, highly skilled person with experience as a Financial Analyst.

**OVERVIEW**

The Postal Regulatory Commission is an independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the Commission's mission.

**OFFICE OF ACCOUNTABILITY AND COMPLIANCE**

This Office is responsible for promoting United States Postal Service transparency and accountability by establishing and maintaining a modern system to regulate rates, ensuring Postal Service compliance with the Postal Accountability and Enhancement Act (PAEA), making recommendations based on the analysis of financial reports from the Postal Service, and preparing annual and periodic reports to Congress. The Office of Accountability and Compliance serves the Commission and Commissioners, the Postal Service, mailers, the U.S. Department of State, and the American public.



## **MAJOR DUTIES AND RESPONSIBILITIES**

The Financial Analyst will:

- Assists in the establishment and maintenance of rules, regulations and procedures regarding accounting and auditing practices to be followed by the Postal Service.
- Analyzes Postal Service financial reports, such as the Form 10-K and Form 10-Q, and other financial data filed with the Commission.
- Assists in the evaluation of Postal Service accounting records and other financial data to assess accuracy, completeness and conformance to reporting and procedural standards set by the Commission.
- Assists in providing advice to the Commission on matters pertaining to financial components of Postal regulatory policies, including: detailed statistical studies and survey data; cost and accounting data and methodologies; databases of cost components compiled for specific operations; quantitative and qualitative reports, studies, and surveys; and other economic evidence and argument.
- Assists in the replication of quantitative analyses and provides recommendations to the Manager, Financial Reporting and/or other Commission staff based on findings.
- Helps prepare written and oral reports based on data analyses.
- Contributes to the technical development of Commission reports.
- Reviews technical components of Postal Service reports, proposals, and notices.
- Assists in developing responses to special study requests from Congress.
- Assists in developing responses to information requests from Congress, the USPS, mailers, and/or the general public.

## **QUALIFICATIONS AND EVALUATION**

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The best qualified applicants will be referred to the hiring manager for further consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 40 days after the deadline for applications. You will be notified of the outcome.

To be eligible for consideration, candidates must have experience that has equipped them with the ability, skill and knowledge to successfully perform the duties of this position. Applicants must meet the mandatory qualifications described below, and be prepared to provide writing samples upon request.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.



## **MANDATORY QUALIFICATIONS:**

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Specific Critical Competencies include:

- Ability to effectively communicate technical concepts both orally and in writing
- Ability to organize time and tasks to successfully complete activities
- Ability to collaborate with others in a team
- Problem solving and critical thinking/analytical skills
- Knowledge of U.S. Postal Laws and the United States Postal Service operations and services
- Fundamental understanding of general accounting, cost accounting, and auditing
- Knowledge of Postal Service market, products, mail classification system, and operations

## **EDUCATION AND EXPERIENCE:**

### **MANDATORY EDUCATIONS REQUIREMENTS**

- Sixteen semester hours in accounting at an accredited college or university including at least three semester hours of auditing and three semester hours of cost accounting coursework.

### **DESIRABLE EDUCATIONAL EXPERIENCE**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in accounting or a related field that includes 24 semester hours in accounting.

## **BENEFITS**

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>

**Life insurance** coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the **Federal Employees Retirement System (FERS)**. If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.



You can use **Health Care Flexible Spending Accounts** for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

#### **CONDITIONS OF EMPLOYMENT**

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.
- If you are a male born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

#### **REASONABLE ACCOMMODATION**

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

#### **EEO POLICY STATEMENT**

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. 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, parental status, military service, or other non-merit factor.

#### **VETERANS INFORMATION**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

***Without this documentation, you will not receive veteran's preference.***



## LEGAL AND REGULATORY GUIDANCE

*Social Security Number*—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

*Privacy Act*—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

*Signature*—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

*False Statements*—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

*Selective Service*—If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

## WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

## HOW TO APPLY

**You must apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer a few questions and submit all required documents. If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.**

**In order for your application to be considered complete, the following documents must be submitted:**

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience; (*If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*)
3. Five-year salary history
4. A minimum of three references (at least one professional)
5. Five point veterans must submit a DD214
6. Ten point veterans **must** submit the following:
  - a. A copy of your DD214
  - b. Application for 10-point Veteran's preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)
  - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
  - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.



To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>.

**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary) [http://www.prc.gov/prc-pages/about/hr/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/prc-pages/about/hr/OMB_FORM_3046-0046.pdf)

***All applications must be received by 11:59 pm on May 29, 2015.***

If you plan to submit the application by mail, please send your application at least two weeks before the deadline because mail to federal government agencies in Washington, DC may be delayed by security screening procedures.

Mailed applications will be accepted at the following address:

Postal Regulatory Commission  
901 New York Ave., NW Suite 200  
Washington, DC 20268-0001  
**ATTN: Vacancy # PRC09-15**

***Applications will not be accepted by fax.***

**For More Information**

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.