



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 01-21
OPEN: FEBRUARY 19, 2021
CLOSE: MARCH 19, 2021

POSITION TITLE: FINANCIAL SPECIALIST
GRADE: PRC-3/4
SALARY RANGE: PRC 3 \$72,750–\$113,362
PRC 4 \$87,198–\$134,798
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
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 STATUS CANDIDATES (MERIT PROMOTION)
APPLICATION PERIOD: FOUR WEEKS OR UNTIL 150 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

INTRODUCTION

The Postal Regulatory Commission, Office of the Secretary and Administration (OSA), currently has an exciting employment opportunity for a motivated, organized, and detail-oriented financial specialist.

OVERVIEW

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the United States Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the public.

OFFICE OF THE SECRETARY AND ADMINISTRATION (OSA)

OSA provides management and staff support to the Commission's operational offices (including the Office of Inspector General), and is responsible for the Commission's strategic plan and various initiatives of the Executive Branch. OSA ensures that the Commission has the physical, financial, technology and human capital infrastructure needed to accomplish its mission. The effort led by OSA provides financial management, records management, administrative and organizational support, planning and human capital resources for the Commission. The Commission's administrative staff identifies and proposes process improvements, implements strategic plans, and provides support to ensure the success of the Commission's mission, reduce repetitiveness, and increase cooperation among the Commission's operational offices. In addition, OSA provides information technology services to the Commission.



WORK ENVIRONMENT

The Commission annually ranks as one of the best places to work in the federal government, scoring high in employee engagement and environment. The Commission also is on the forefront of offering flexible working arrangements, and after an initial training and probationary period, it allows employees the opportunity to participate in telework combined with alternative work schedules. In the current pandemic situation, all employees are teleworking and supported by a variety of Commission technologies.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is responsible for advising on contractual and financial issues affecting the Commission and is a member of OSA, reporting to the Financial Manager. The Commission is a micro agency that operates a small finance team where all team members contribute to the Commission's financial management, including contracting, purchasing, budgeting, appropriations work, and accounting. The incumbent will serve as the Commission's contracting expert and will provide comprehensive contracting support to OSA and the Commission as a whole. The Commission is exempt from following the procurement procedures of title 41, including the Federal Acquisition Regulations (FAR); however the Commission operates using best contracting practices. The incumbent will be a member of a small (3 person) finance team, and therefore must be able to effectively balance multiple tasks simultaneously. Additional responsibilities, in addition to contracting will include: serving as a purchase card holder and tracking, analyzing, and reporting on Commission's budgetary, financial, and accounting data throughout the year.

Specifically the Financial Specialist will:

- Perform all Commission contractual administrative actions including: development of request for proposal, market research, administration, awarding, termination, closeout of contracts, preparation of statements of work, pre-solicitation documents, and post-award tracking.
- Maintain contract files in compliance with Commission policies and procedures.
- Track and analyze Commission financial, budgetary and accounting data to produce and verify reports.
- Conduct data analysis, with an attention to detail, to support the formulation, justification, and execution of the Commission's annual budget submissions.
- Serve as a purchase card holder, and perform all purchase card holder duties and complete all associated accounts payable duties.
- Maintain appropriate financial records, including ensuring appropriate approvals are obtained for purchases, and reconcile monthly account statements.
- Review all invoices for appropriate documentation and approval prior to payment.
- Formulate and develop policies and implement guidance and controls to improve the procurement policy.
- Perform other duties as assigned.

QUALIFICATIONS AND EVALUATION

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position described above. Typically, experience will be related to financial work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work. 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 Financial Manager for further consideration and possible interviews.

COMPETENCIES AND SKILLS INFORMATION

Your resume must detail how you meet the Knowledge, Skills and Abilities requirements, showing specialized experience demonstrating each of the competencies described below.



Knowledge, Skills and Abilities (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

All of the following qualifications must be demonstrated in your resume and cover letter:

1. Knowledge of postal or federal contracting and purchasing regulations, policies, and procedures.
2. Ability to construct contractual documents, statements of work, and solicitation.
3. Experience serving as a contract administrator, contracting officer representative (COR), and/or contracting officer technical representative (COTR).
4. Ability to effectively develop and communicate budgetary concepts and standard accounting principles, both orally and in writing.
5. Ability to develop, analyze, and interpret budget execution reports using Microsoft Excel.
6. Ability to proficiently use Microsoft Excel to develop forecasting and trend analyses.
7. Ability to identify problems and communicate problems and potential solutions to manager.
8. Ability to use critical thinking, analytical, investigative, and research skills to develop solutions.
9. Ability to organize time and tasks to successfully complete activities.
10. Ability to collaborate and communicate effectively with team members, agency officials, and others.

Applicants must have experience demonstrating each of the four competencies listed below:

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

EDUCATION AND WORK EXPERIENCE

A baccalaureate or post-graduate degree from an accredited college or university, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, and/or quantitative methods.

And/or

A minimum of 3 years' experience equivalent to a GS11 through GS13 in postal or government contracting or finance field with experience as a contract administrator, contracting officer representative (COR), and/or contracting officer technical representative (COTR).

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.



For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.

You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2021>

If you are a current Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

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 may participate in the **Flexible Spending Account (FSA)** program 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.

CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- Employees are required to participate in direct deposit.
- 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.
- You must successfully pass a background investigation.
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.

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.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. The Commission also has ethics rules (39 C.F.R. subpart A of part 3001 and supplemental standards of ethical conduct [C.F.R. part 5601]. The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on an annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.



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.

VETERAN INFORMATION

Veterans Employment Opportunities Act (VEOA): To be eligible for a VEOA appointment, the veteran must 1) be a preference eligible; or 2) be a veteran separated after 3 or more years of continuous active service performed under honorable conditions. In addition, you must submit the supporting documents listed under the required documents section of this announcement. (Note: Veteran's preference does not apply under Merit Promotion procedures. View VEOA information on [Feds Hire Vets](#).)

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 online application is submitted you will receive a confirmation notification by email. After we receive application packages (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

ADDITIONAL INFORMATION

Receiving Service Credit or Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service.



This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

The Commission uses E-verify, an internet based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities.

HOW TO APPLY

You must apply through the online application system at 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 must contain the following information:
 - a. name
 - b. address
 - c. contact information
 - d. *If you are claiming veteran preference, you must indicate the type of veterans preference you are claiming on your resume*
 - e. detailed work experience related to this position as described in the major duties including:
 - i. dates of employment
 - ii. title
 - iii. grade
 - f. education
3. Current and former Federal employees must submit a copy of your last or most recent SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy. (The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive])
 - a. Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.
4. Five point veterans must submit a DD214 (member 4 copy)

Failure to provide this documentation will result in your application not receiving 5-point preference.

5. 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
 - 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 letter 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.

Failure to provide this documentation will result in your application not receiving 10-point preference.

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/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

Application packages will NOT be accepted via email, mail or fax. All applications must be received by 11:59 pm on March 19, 2021.

This vacancy announcement will be open from February 19, 2021 to March 19, 2021 or until 150 applications have been received, whichever occurs first. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

For More Information

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