



**POSTAL REGULATORY COMMISSION**

**JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 17-16**

**OPEN: SEPTEMBER 13, 2016**

**CLOSE: SEPTEMBER 23, 2016**

**POSITION TITLE:** FINANCIAL SPECIALIST  
**GRADE:** PRC-3/4  
**SALARY RANGE:** PRC 3 \$65,650-\$100,736  
PRC4 \$77,490-\$119,794  
**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)

**INTRODUCTION**

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

**OVERVIEW**

The Postal Regulatory Commission is an independent establishment 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 agency's mission.

**OFFICE OF SECRETARY AND ADMINISTRATION**

The Commission's Office of the Secretary and Administration (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.



## **MAJOR DUTIES AND RESPONSIBILITIES**

The Financial Specialist will:

- Performs Accounts Payable duties for the Commission and maintains appropriate financial records
- Ensure appropriate approvals are obtained for purchases, and reconciles account statements
- Review all invoices for appropriate documentation and approval prior to payment
- Create monthly financial reports, and analyze monthly departmental budget and accounting reports
- Serve as a purchase card holder, perform all purchase card holder duties
- Be responsible for contractual actions from development of Request of Proposal, through negotiations, to contract award
- Perform a wide variety of contract administrative functions (such as, market research, administration, awarding, termination, closeout of contracts, preparation of statements of work, pre-solicitation documents and advising Contracting Officer of the procurement milestones)
- Determine the appropriate type of contract based on the scope of work
- Formulate and develop policies and implement guidance and controls to improve the procurement policy
- Maintain contract files in compliance with Commission policies and procedures

## **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 interview. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 60 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.

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.

## **COMPETENCIES AND SKILLS INFORMATION**

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

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

1. Ability to effectively develop and communicate budgetary concepts and standard accounting principles, both orally and in writing
2. Possesses knowledge of government financial laws, regulations, principles and practices of federal agencies



3. Possesses knowledge of government procurement laws, regulations, principles and practices of federal agencies
4. Prior experience serving as a contract administrator
5. Prior experience serving as a COR/COTR
6. Ability to construct contractual documents, statements of work, and solicitation
7. Ability to organize time and tasks to successfully complete activities
8. Ability to collaborate with others in a team
9. Financial auditing skills and demonstrated audit experience
10. Ability to develop and interpret budget execution reports and conduct forecasting and trend analysis
11. Problem solving, critical thinking/analytical, and investigative/research skills

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

1. **Attention to Detail** - Is thorough when performing work and conscientious about even small details.
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 high 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.
5. **Timeliness** - Produces work on time, plans ahead, and anticipates contingencies; holds team accountable for deadlines.
6. **Accuracy** - Employee's work is correct and precise according to Commission or professional standards.
7. **Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**BENEFITS**

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

**Life insurance** coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

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.opm.gov/retirement-services/>

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/factsheets/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/snow-dismissal-procedures/federal-holidays/#url=2016>

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.
- 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.

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.

### **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 promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans must 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 must submit Form SF-15, Application for 10-point Veterans' Preference.

***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 copy of your most recent SF-50 (if a current Federal employee)
5. A minimum of three references (at least one professional)
6. 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.***
7. 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.

***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](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

**Application packages will NOT be accepted via mail or fax. All applications must be received by 11:59 pm on September 23, 2016.**

## For More Information

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