



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 14-16  
OPEN: JULY 7, 2016  
CLOSE: JULY 11, 2016**

**POSITION TITLE:** MANAGER – FINANCIAL AND SERVICE PERFORMANCE REPORTING  
**GRADE:** PRC-7  
**SALARY RANGE:** \$114,341 - \$160,662  
**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 CURRENT POSTAL REGULATORY COMMISSION (PRC) EMPLOYEES

**INTRODUCTION**

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated, highly skilled person with experience in accounting, economics and other technical or analytical areas.

**OVERVIEW**

The Postal Regulatory Commission is a small, 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 agency's mission.

**OFFICE OF ACCOUNTABILITY AND COMPLIANCE (OAC)**

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 by 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**

As the Manager – Financial and Service Performance Reporting, the incumbent analyzes complex economic, cost, and financial data and provides recommendations to Division and Office leadership.

As Manager – Financial Service and Performance Reporting, the individual:

- Assists in the establishment and maintenance of accounting rules, regulations and procedures to be followed by the Postal Service.
- Analyzes Postal Service and other financial data, including 10K reports, CRA, RPW, Cost Segment and Component Reports, costing data and other USPS financial and service performance data
- Oversees the production of the annual Report on Postal Service Finances
- Oversees the analysis and reporting of Postal Service service performance data
- Leads special studies in the areas of postal finances and service performance and provides recommendations to the Deputy Director, Director and/or other Commission staff based on findings
- Provides expert advice to the Commission on matters pertaining to postal finances and service performance
- Prepares and reviews written and oral reports based on cost, revenue, and other Postal Service accounting data analyses
- Conducts ongoing analyses of Postal Service performance (e.g., productivity and operations) and drafts reports and/or briefs the Commission on findings
- Analyzes technical components of formal complaints and appeals
- Contributes to the technical development of Commission reports
- Reviews technical components of Postal Service reports, proposals and notices
- Responds to special study requests from Congress
- Responds to information requests from Congress, the USPS, mailers, and/or the general public
- Assists in preparing annual and periodic reports to Congress
- Represents the Commission before outside organizations
- Conducts Division management activities including the development of operating plans, work schedules, priorities, and deadlines to complete tasks related to financial and service performance analysis and reporting; identifies future in-house and consultant staffing requirements; communicates with the Commissioners on technical matters; and collaborates with the Office of the General Counsel in the preparation of special studies
- Acts for the Deputy Director, as required



## COMPETENCIES AND SKILLS INFORMATION

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 Postal Service market, products, mail classification system, and operations
- Extensive knowledge of Postal Service data collection and reporting systems for volume, cost, financial, and service performance data
- Extensive knowledge in quantitative fields (e.g., Accounting, Economics, Econometrics, Statistics, Finance, Actuary Services, etc.)
- Knowledge of U.S. postal laws and the United States Postal Service operations and services
- Knowledge of government accounting and auditing standards
- Executive Core Competencies – Leading change, leading people, results driven, business acumen, building coalitions

Desirable:

- CPA or CIA

## QUALIFICATIONS AND EVALUATION

To be eligible for consideration, candidates must have at least 5 years of experience that has equipped them with the ability, skills, and knowledge to successfully perform the duties of this position. Candidates are strongly encouraged to describe their relevant education and experience, and to address each of the criteria below.

Applicants will be evaluated and ranked based on evidence of ability to successfully perform the duties of the position by assigning up to 20 points for each of the following criteria:

1. Expertise in quantitative field with extensive knowledge in accounting, auditing, and financial analysis
2. Demonstrated ability in financial reporting, technical writing and editing
3. Demonstrated ability to foster relationships with internal and external stakeholders by providing assistance related to financial questions and concerns
4. Knowledge of U.S. postal laws and the United States Postal Service operations and services
5. Knowledge of Postal Service markets, products, costs, and rates

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.



## REQUIRED EDUCATION

Successful completion of a course of study in an accredited college or university leading to a Master degree or higher in accounting, financial management, or other business related field.

## 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/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/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 regarding this program.

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.



## **REASONABLE ACCOMMODATION**

If you need reasonable accommodation for a disability, please contact Mrs. 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, upon 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

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

1. Resume showing relevant experience; *(If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume)*
2. Five-year salary history
3. A minimum of three references (at least one professional)
4. Five point veterans must submit a DD214
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](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/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

***All applications must be received by 11:59 pm on July 11, 2016.***

The complete applications will be accepted via email only, the email address is: [prc1416@prc.gov](mailto:prc1416@prc.gov)

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

## For More Information

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