



BPA VACANCY ANNOUNCEMENT (#002791-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Supervisory Accountant, GS-510-13, Portland, OR

OPENING DATE
10/25/04

CLOSING DATE
11/05/04

ANNUAL PAY RATE
GS-13 \$72,146 - \$93,791

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Chief Operating Officer (K), Chief Financial Officer (KF), Financial Operations (KFR), Accounting Operations -KFRO.

NOTES:

The full performance level of this position is GS-13.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CONFIDENTIAL FINANCIAL DISCLOSURE: Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

Supervisory/Managerial Probationary Period: First time supervisors/managers will be required to serve a 1-year probationary period.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES: The incumbent of this position serves as a Supervisory Accountant, commonly referred to as the Accounts Receivable Supervisor, within the Accounting Operations (KFRO) organization and reports directly to the Accounting Operations Manager. The Accounting Operations organization is responsible for accounts receivable, general ledger, financial reporting, cash management and contract review. This position is responsible for providing technical expertise, administering accounting systems, managing the day-to-day activities of the accounts receivable group, and implementing and maintaining related policies and procedures. The position serves as technical accounts receivable and collections expert and is responsible for the on-going maintenance and continuing development of the PeopleSoft and Billing modules; acts as the Accounting Operations liaison with the Business Enterprise Systems and Data Dimensions organization related to issues concerning system enhancements, financial data integrity, process modifications or improvements, and routine operations; reviews overdue accounts due BPA and ensures collection activities are consistent with Federal laws and regulations; works with customers to resolve overdue amounts; and coordinates and schedules

closing activities in the Accounts Receivable and Billing systems to support and adhere to the monthly and year-end Financial Closing Schedule. As the Accounts Receivables Supervisor, the incumbent provides direction and leadership in the planning, development, and administration of program components, systems, sub-systems, and work processes which are necessary to perform the functions and support activities required of the Accounts Receivable organization.

BASIC REQUIREMENTS :

- A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelors or higher degree that included a major field of study in accounting; or a degree in related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term “accounting” means “accounting and/or auditing”. Similarly, “accountant” should be interpreted, generally, as “accountant and/or auditor.”)
OR
- B. Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant’s background must also include one of the following:
 - 1. 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 - 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 - 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g. 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4 year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant’s education, training, and experience fully meet the specified requirements.

If you are not currently in the GS-510 series, copies of all relevant college transcripts MUST be submitted with your application (Photocopies are sufficient).

In addition to meeting the basic qualification requirements above, you must also meet the following

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge’s, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized experience:** Experience processing and monitoring billing, accounts receivable, and receipt activities; experience maintaining an automated accounting system (e.g. PeopleSoft Financials General Ledger, Billing, Receivables, Assets Management and Project modules, etc.).

Note: In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the GS-12 grade level in the Federal service.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge’s, skills, and abilities. Applicants should submit narrative responses to the following KSA’s. Failure to submit your narrative responses to the KSA’s for this position may negatively affect your eligibility and/or rating.

- 1. **Professional knowledge of generally accepted accounting principles sufficient to manage BPA’s accounts receivable and billing processes and associated receipt activities; recommend policy for handling cash and billing; and respond to customer inquiries, both internal and external.** (Describe your experience working with or overseeing the daily processing of receipts and billing; interfacing with external service providers (e.g. U.S. Department of Treasury); coordinating and scheduling period end closing activities; and collecting/reporting past due amounts.)
- 2. **Ability to use and manage automated financial and accounting systems and associated analytical tools.** (Describe your experience using automated financial and accounting systems. Include any experience you may have using PeopleSoft Financials or similar software programs. Include any experience you may have implementing new or existing functionality.)

3. *(Supervision and Leadership)* **Ability to provide supervision and leadership through the effective use of teambuilding, coaching, and mentoring; assign accountability and responsibility as appropriate; establish standards of quantity and quality for work products; provide feedback on work accomplishments; and develop and motivate employees.** *(Describe your experience/training that demonstrates your experience and/or potential for performing supervisory duties, including prior experience as a manager, supervisor, and/or team lead; experience providing guidance and training to employees; coordinating and integrating the work of others into a completed work product; experience as a "project" leader; resolving problems; providing advice to others; evaluating work products; and improving or devising new work methods, procedures, or improvements.)*
4. *(Facilitating Work)* **Ability to establish and define long- and short-term organizational goals; define required work results and establish parameters for accomplishment of these results; to facilitate a collaborative decision-making process; to encourage problem solving by subordinates; make functional assignments based on recognized employee strengths; and develop and gain support for the organization's vision.** *(Describe your experience formulating or participating in the establishment of work plans, work unit objectives, working with other individuals/organizations/work units in resolving problems and issues, and identification of resources necessary to accomplish objectives, including the stability of the work unit.)*
5. *(Communication)* **Ability to clearly and concisely share information with subordinate staff; to present both verbally and in writing ideas which are shared with employees at all levels; to develop an atmosphere of teamwork through shared ideas and goals; to negotiate resolution or controversial issues; and to build relationships throughout the organization which facilitate the accomplishment of work.** *(Describe the audience and your experience providing oral and written policy and/or program information.)*
6. *(Diversity)* **Ability to recognize employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; to provide developmental and training opportunities for employees; to support and promote Bonneville's equal opportunity program; and to equitably provide career opportunities for all employees, including minorities, women, handicapped, etc.** *(Describe your role and participation in diversity and EEO programs relative to employment advancement and/or training opportunity availability for employees.)*

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities
3. Copy of college transcripts (Required if not currently in the GS-510 series. Copies are acceptable)

REQUIRED INFORMATION ON RESUME*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

****Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center, 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

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