

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. S000373

2. Reason for Submission: Redescription New Hdqtrs Field Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location: varies

5. Duty Station: varies

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action: Yes No

Explanation (Show any positions replaced): Approved for Service-wide use.

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

11. Position Is: Supervisory Managerial Neither

12. Sensitivity: 1-Non-Sensitive 3-Critical 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use CK BUS: 8888 7777

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Financial Management Specialist	GS	0501	13		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title): Regional FBMS Coordinator

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: U.S. Fish & Wildlife Service

b. Second Subdivision: Region

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____ Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action: Cecilia E. King, Classification & Compensation Manager

Signature: *Cecilia E. King* Date: 9/17/10

22. Position Classification Standards Used in Classifying/Grading Position: OPM Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, December 2000

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	CK	12/27/10								

24. Remarks: 12/27/10: Upon re-evaluation, BUS Code changed to 7777. CKing FPL=GS-13, Drug Testing: No Risk Designation: Moderate

25. Description of Major Duties and Responsibilities (See Attached)

Financial Management Specialist, GS-0501-13
Org Title: Regional FBMS Coordinator
SPD# S000373

INTRODUCTION

This position is located in the Office of the Regional Director, Region __, of the U.S. Fish and Wildlife Service (FWS). The primary purpose for this position is to provide expert leadership and support to all organizations within the Region relating to the operation of the Financial and Business Management System (FBMS) in the Region. FBMS is the Department's enterprise resource planning (ERP) system encompassing core financials, acquisition, financial assistance, fleet, personal property, real property and the Enterprise Management Information System.

MAJOR DUTIES AND RESPONSIBILITIES

Serve as the Regional expert on FBMS responsible for implementing Departmental, Service and Regional FBMS policies and processes. Reviews, analyzes, and helps implement FBMS requirements established by the Department of the Interior. Evaluates the performance of regional programs in complying with FBMS policies and procedures and provides expertise and support for accounting and financial management activities performed in the Region to ensure the effective operation of FBMS in the Region. Implement process and policy changes resulting from system enhancements; performing evaluations of internal controls relating to FBMS and financial processes performed in the Region; applying financial policies and procedures at the Regional level; and preparing financial information as required by Regional managers and the Service. As a key FMBS staff member, resolves controversial and challenging operational issues from an overall systems management perspective to ensure data and systems integration and continued operational effectiveness of FBMS.

Facilitate operational or system problems or bugs encountered by FBMS users throughout the region and effective communication between both problem identified and problem solver to ensure that the status of user identified FBMS problems are addressed and tracked through the FBMS problem resolution process.

Serve as the regional FBMS account controller responsible for controlling system access, assigning user roles and permissions, and ensuring proper segregation of duties are maintained. Assist in the coordination and execution of periodic security reviews for both financial and non-financial FBMS users. This includes to maintaining current files on Separation of Duty waiver approvals, developing procedures for tracking and implementing FBMS role adds, changes, and deletes, and assisting as necessary with the security portion of periodic FBMS system audits.

Develop guidance and conduct training tailored specifically for the Region's FBMS users and stakeholders. Evaluate Regional FBMS training needs and develops strategies, obtaining knowledgeable SME's, and ascertaining specific training needs for various jobs or functions to ensure that the most beneficial FBMS training will be delivered to the correct group of trainees. Track and communicate system changes and the potential impact to training of the appropriate Regional staff. Update the Regional training manuals and coordinates input to Service policies and Service Manual chapters.

Review FBMS documentation and guidance, compile comments from user community, and present Regional position to the Washington Office and other Regions in writing, or verbally, at national meetings to ensure Regional requirements are adequately addressed in the system. Serve on various national teams responsible for developing and implementing Service policy.

Responsible for Regional program and procedural evaluations/audits related to FBMS operations. Plan, coordinate, and conduct reviews to ensure appropriate internal controls over the operation of FBMS are in place and operating effectively. Serve as audit liaison/coordinator with KPMG, OIG and GAO and as coordinator for reviews of internal control over financial reporting performed by the Service in accordance with the requirements of OMB Circular A-123, Appendix A to ensure appropriate communication, coordination, and collaboration among managers in the Region.

Exercise financial resources management authority in accordance with a wide variety of laws and regulations, including the Anti-deficiency Act, the Debt Collection Improvement Act, Appropriation Acts, and the Government Performance and Results Act to ensure the financial soundness of the Region in terms of current year financial operations and financial planning for future operations of FBMS.

Ensure regional practices and policies are consistent with Regional, Service, OMB, and Treasury policies; develop cross-Program and cross-Ecoregion funding and staffing analyses for program and line managers, and budget execution managers, particularly as they relate to FBMS. Develop and propose financial management policies to senior management that identify solutions for unusual system processing issues and financial management issues requiring substantive adaptation or modification of existing system policies or procedures in order to fit the needs of the organization.

Perform other duties as assigned.

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required by the Position (FL 1-8, 1550 points)

Mastery of the concepts, principles, practices, laws, and regulations of budget and finance sufficient to provides staff direction and guidance in implementing and operating FBMS in the assigned FWS Region and provide authoritative policy interpretations on functional systems design issues; identifies operating policies and procedures to be developed or revised; advises senior agency executives on the direction and allocation of resources for operation and administration of the agency business/resource management systems.

Mastery of the FWS accounting and financial management systems and FWS Regional accounting practices to productively apply cross-functional knowledge of Service systems and financial processes when conducting reviews of automated and manual accounting and financial management systems in order to implement process and policy changes resulting from FBMS system enhancements and to ensure the internal controls relating to the operation of FBMS financial processes performed in the Region are implemented accordingly.

Knowledge of the principles, methods, theories and concepts of accounting, business management, and planning in order to formulate, direct, implement, and evaluate systems and procedures associated with an integrated, cohesive financial management system.

Knowledge of appropriations, allotments, apportionments, commitments, obligations, accruals, disbursements, interrelationships of different types of accounts, appropriations law, and fund controls to develop guidance, memoranda, procedures, and instructions which cover the full spectrum of Regional accounting and financial management issues related to FBMS implementation and ongoing operations.

Knowledge of formal and informal communication techniques and methods and skill in written and oral communication and through telecommunications technology to: prepare a variety of written material in a clear, concise and effective manner; participate in multidisciplinary meetings in order to give and receive information; and, participate in and lead teams and to make oral presentations.

Factor 2 – Supervisory Controls (FL 2-4, 450 points)

Works under the supervision of and coordination with (Regional Budget and Finance Office Chief or other Regional Division Chief), who outline overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible milestones and approaches. The incumbent is fully experienced in applying financial concepts and methodologies and is knowledgeable in functional program characteristics and requirements. As a technical authority for the Region the incumbent is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, interpreting policy and regulatory requirements, coordinating the work with others as necessary, and providing recommendations for improvements in order to meet program objectives. The incumbent keeps the supervisor informed of progress and of potentially controversial matters such as the possibility of fraud or items of major impact on FBMS audits or examination efforts. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, the feasibility of recommendations, and adherence to requirements. The supervisor does not usually review methods used.

Factor 3 – Guidelines (FL 3-4, 450 points)

Guidelines include FBMS system documentation, Public Laws, the Code of Federal Regulations, Comptroller General Decisions, Office of Management and Budget Circulars, and manuals of the Departments of Treasury and Interior, and the Service. Work is also guided by generally accepted accounting, finance and evaluation principles and practices. The incumbent exercises independent judgment in interpreting and applying guidelines to develop guidelines and operating procedures for Regional Office and Field Office use where there are no clear and concise procedures.

Factor 4 – Complexity (FL 4-5, 325 points)

Work consists of selecting and using many different and unrelated financial analysis techniques and methods relative to the implementation and operation of the FWS financial management system a rapidly evolving state-of-the-art automated system. Often standards do not exist; therefore the incumbent is expected to adapt, modify, or develop solutions to unique Regional problems associated with compliance with FBMS policy and processes and Service-wide system operations. Problems

continually require departing from past approaches, and expanding traditional techniques or developing new ones to meet management objectives that involve advanced aspects of budget and financial management and evaluation techniques.

Factor 5 – Scope and Effect (FL 5-4, 225 points)

The purpose of the work is to provide expert leadership and support to all organizations within the Region relating to the implementation and operation of the Financial and Business Management System (FBMS) in the Region. The work directly affects fiscal effectiveness and efficiency and the resolution of significant issues relating to Regional budget and financial management.

Factor 6 and 7 – Personal Contacts and Purpose of Contacts (FL 3-C, 180 points)

Contacts are with Regional management and employees, Washington Office and Denver Operations representatives, and peers from other Regions. Contacts also include peers from Departmental offices, other Federal organizations, and other Federal and State, and local agencies.

The incumbent makes contacts to gather facts, define and explore problems and possible solutions, negotiate the approval of proposals and recommendations, furnish advice on management problems, as well as initiate and maintain contacts necessary in the initiation and conduct of projects of unusual difficulty. Frequently represents the Region's position at meetings and on policy development teams.

Factor 8 – Physical Demands (FL 8-1, 5 points)

Work involves a combination of sedentary situations, walking and periods of travel by air or car. Long periods of effort are often required for meeting, studies and conferences. The nature of the work requires the ability to maintain an unbiased attitude toward various people.

Factor 9 - Work Environment (FL 9-1, 5 points)

The work involves everyday environment typical of offices and meeting rooms.

EVALUATION

Reference: Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000

Title and Series Determination: The primary purpose for this position is to provide expert leadership and support to all organizations within the Region relating to the operation of the Financial and Business Management System (FBMS) in the Region. The work requires knowledge of concepts, principles, practices, laws, and regulations of budget and finance and of the principles, methods, theories and concepts of accounting, business management, and planning. These duties and knowledge requirements, taken together, are covered by the GS-0501 Series, which includes positions that perform administrative work of a fiscal, financial management, accounting or budgetary nature that is not classifiable to another more specific series in the Accounting and Budget Group, GS-0500. Since there are no mandatory titles

for positions in the GS-0501 Series, a constructed title of "Financial Management Specialist" is warranted and consistent with FWS titling practices.

Grade Determination: The grade of the position is determined application of the grading criteria found in Reference (a) and assigning the appropriate factor levels and points. The sum of points assigned to the factors discussed in the position description equals 3190 which is within the GS-13 range of 3155 to 3600.

Final Classification: Financial Management Specialist, GS-0501-13

John Haugh, YRCI Classification Specialist
09-17-2010