

## Budget Technician, GS-561-07

### POSITION DESCRIPTION COVER SHEET

<b>REASON FOR THIS POSITION</b>											
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER									
<b>RECOMMENDED</b>											
4. TITLE Budget Technician					5. PAY PLAN GS		6. SERIES 0561		7. GRADE 07		
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)						
<b>OFFICIAL</b>											
10. TITLE Budget Technician											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER			
GS	0561		07	MONTH	DAY	YEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kayla D. Ascher			
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>											
1st Natural Resources Conservation Service					5th						
2nd KS State Conservationists Off					6th						
3rd Management Staff					7th						
4th Salina 760 S Broadway					8th						
<b>SUPERVISOR'S CERTIFICATION</b>											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.											
19. SUPERVISOR'S SIGNATURE					20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE			23. DATE	
21. SUPERVISOR'S NAME AND TITLE					24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE						
<b>FACTOR EVALUATION SYSTEM</b>											
FACTOR		25. FLD / BMK	26. POINTS	FACTOR		25. FLD / BMK	26. POINTS				
1. Knowledge Required		Level 1-4	550	6. Personal Contacts		Level 2/B	75				
2. Supervisory Controls		Level 2-3	275	7. Purpose of Contacts							
3. Guidelines		Level 3-3	275	8. Physical Demands		Level 8-1	5				
4. Complexity		Level 4-3	150	9. Work Environment		Level 9-1	5				
5. Scope and Effect		Level 5-3	150	27. TOTAL POINTS ▶			1,485				
							28. GRADE ▶		GS-07		
<b>CLASSIFICATION CERTIFICATION</b>											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. SIGNATURE					30. DATE						
31. NAME AND TITLE Jane Medina, Human Resources Manager											
32. REMARKS This position is determined to be NONEXEMPT from the provisions of FLSA.					33. OPM CERTIFICATION NUMBER						

**MASTER RECORD/INDIVIDUAL POSITION DATA**

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)

<b>B. MASTER RECORD</b>											
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0561	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0004	5. OFF. TITLE (38) Budg Techncn							
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X	9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT. CLASS (6) MO   DAY   YEAR		
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO   DAY   YEAR		14. DT. INACT / REACT (6) MO   DAY   YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40)											
17. INTERDIS. TITLE CD. (50)											

<b>C. INDIVIDUAL POSITION</b>																	
1. FLSA CD. (1) N		2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 0561								
6. WK. TITLE CD. (4)		7. WK. TITLE (38)															
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0 = Position Action A = No Change									
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4) 7777		15. DT. LST. AUDIT (6) MO   DAY   YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS		17. DATE EST. (6) MO   DAY   YEAR			
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG						4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G			7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use			19. DT. REQ. REC. (6) MO   DAY   YEAR		20. NTE. DT. (6) MO   DAY   YEAR		21. POS. ST. BUD (1) Y Y = Perm N = Other	
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																	
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.				Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change				5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other					
23. DT. EMP. ASGN. (6) MO   DAY   YEAR		24. DT. ABOL. (6) MO   DAY   YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO   DAY   YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)					
30. CLASSIFIER'S SIGNATURE							31. DATE										
32. REMARKS																	

## **INTRODUCTION**

This position is located in the state office (SO) on the Administrative Staff, financial management (FNM) section. The incumbent provides assistance in gathering data for monitoring and analyzing expenditures, maintaining the operating budget, and preparing miscellaneous budgetary reports and analysis

## **DUTIES**

Assists in the maintenance of the salary budget for the state in the SCS Personnel Expense and Reporting System (SPEARS). This includes posting actions, fund changes, and informing timekeepers of fund changes. Verifies, reconciles, and makes corrections to SPEARS as required. Analyzes SPEARS data to assure accuracy of budgeted amounts. Creates and runs reports needed to accomplish analysis.

Participates in and prepares analysis information for budget data. Assists in the preparation of materials for program managers. Runs numerous reports using various automated systems used in budget analysis.

Provides Foundation Financial Information System (FFIS) and National Finance Center (NFC) inquiry information as needed. Assists with the FFIS accounting system. Prepares and enters into FFIS, B2 documents for distribution of paid budget items. Prepares and enters into FFIS accruals for end-of-month accounting reports by analyzing paid data. Enters sub allocation portion of the budget in FFIS that includes salary, staff years, and support costs. Analyzes assigned portions of FFIS to determine prior year recoveries.

Establishes and maintains the collection register recording pertinent data. Verifies accuracy of receipt and deposits all Natural Resources Conservation Service (NRCS) monies.

Determines and finalizes the amount of bills for collection from debtors and government agencies for reimbursement and refund services performed; responsible for active and timely collections. Analyzes the accounts receivable and determines the need for follow-up action for money due NRCS. Refers uncollectible debt files, with a recommendation for legal action, for cancellation based on the ability of the debtor to pay.

Serves on various self-directed work teams as assigned to accomplish project-driven tasks of a multi-functional nature within the state.

Examines and audits payment documents for legality, accuracy, and compliance with applicable laws, regulations, contract/agreement documents, and NRCS policy. Processes for payment are done electronically through financial, contracting, and program systems.

Researches financial documentation in order to validate information and certify payments.

Responds to payment inquiries and initiates correspondence regarding any payment problems or additional information needed on vouchers. Researches and follows through with the necessary action on questions from vendor/payees.

Serves as transfer and travel specialist. Validates and authorizes all relocation travel expenditures, including relocation income tax allowance claims. Prepares and distributes travel authorizations and relocation packets. Audits travel and relocation vouchers and serves as contact person on all matters pertaining to travel.

Maintains spreadsheet for analysis of reimbursable agreements for leases and other miscellaneous items for all funds. Analyzes data for correctness and compliance with identified laws and regulations.

Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

### **CONDITION OF EMPLOYMENT**

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

### **EVALUATION FACTORS**

#### **1. Knowledge Required by Position, Level 1-4, 550 points**

Knowledge is required of financial regulations and rules covering diverse types of transactions. Knowledge of various accounting system applications; such as, the Purchase Card Management System (PCMS), travel, FFIS, and SPEARS, and how they interrelate to resolve problems with processed transactions in order to update automated budget system with each personnel action covering salary changes and support costs.

Knowledge of the structure of appropriation accounts, object classes, and line items of the organizations program and administrative budget to identify, cross-check the agreement, and verify accuracy and completeness of budget estimates submitted by organizational components.

Knowledge of procedures, regulations, and deadlines to assist in the preparation of supplementary guidance concerning the form of budget estimates submitted at the local level.

Knowledge of the structure of the administrative and program budget accounts to adjust records in accordance with changes in funding levels in approved annual budgets.

Knowledge of an extensive body of regulations, rules, procedures, and practices to examine a variety of types of vouchers having a full range of processing problems and number of complicating characteristics.

Knowledge of FFIS, including posting methods, analysis of posting, automated inquiry procedures, and downloading accounting information into budgets. Knowledge of format, content, and use of various accounting documents such as obligations, invoices, and disbursements.

A basic knowledge of accounting terminology and codes necessary to process various transactions in an automated system with hard copies of the source documents and the ability to relate them to proper budgeted items.

Skill in operating office machines such as fax, e-mail, various computers, and reproduction machines.

## 2. Supervisory Controls, Level 2-3, 275 points

The incumbent works under the supervision of the budget officer who establishes general priorities and deadlines for processing budgetary transactions and preparing recurring and special one-time reports.

The incumbent is responsible for independently choosing the proper methods and procedures to be followed in processing the full range of transactions in assigned accounts, and for following up on all actions to assure they are properly completed. The employee independently resolves problems which are covered by established guides and instructions. This includes advising managers and their staffs on alternate means of obtaining and/or using funds. The employee also determines when to inform management of problems in accounts.

Completed work (i.e., account balances, allotments, reimbursements, and status of funds reports) is spot-checked by the supervisor for agreement with overall funding levels. Work methods used by the employee are not reviewed in detail, so long as account balances are in agreement.

Budgetary problems or work situations which are not clearly covered by instructions or guides available to the employee are referred to the supervisor for resolution.

Completed work is reviewed by the supervisor for conformance with accepted budgetary requirements.

3. Guidelines, Level 3-3, 275 points

Guidelines include a wide variety of procedural instructions and regulatory requirements such as NRCS manuals, budget program operating manuals, budget handbooks, national instructions, NFC bulletins, and operating instructions, etc. Guidelines are usually general in nature and subject to frequent revision. The employee exercises considerable judgment to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems for various budget processes and reporting requirements. The employee analyzes results of applying guidelines and recommends changes; such as, suggesting specific changes to the guidelines themselves, additional training for employees, or specific guidance related to procedural handling of documents and information.

4. Complexity, Level 4-3, 150 points

The work involves processing a wide variety of budgetary transactions and compiling status of funds reports for appropriated and reimbursable funded activities and accounts. Work requires identifying the type of transaction; extracting, compiling, and verifying data; and computing and adjusting account balances. Assignments include assisting the budget officer in preparing required budgetary forms and records, submitting budgetary documents through proper channels, advising managers on procedures to be followed in obtaining and spending funds, and informing managers of status of funds in specific accounts.

The employee determines how each budgetary transaction should be processed in accordance with available guidelines and instructions and adjusts account balances. The employee decides at each stage of the transaction whether proper procedures are being followed.

There are a wide variety of appropriated funds which require the incumbent to identify and adjust balances in related accounts; such as, salaries, overtime, and reimbursements. Work also requires identifying and reporting the source of obvious over- or under- obligations of funds in these accounts.

5. Scope and Effect, Level 5-3, 150 points

The purpose of the work is to provide budgetary assistance to all levels of the organization in Kansas by compiling, consolidating, and organizing budget estimates. The work affects the quality, quantity, and accuracy of the overall budget data for the state. The effect of the work ensures the integrity of the overall budget operation in the state, the economic well-being of employees being serviced, and compliance with legal and regulatory requirements.

6. Personal Contacts, Level 2-b, 75 points

7. Purpose of Contacts

Contacts are with other state office personnel connected with human resources and program activities; serviced employees and area staff. Maintains regular contacts with budget and

finance staff in other states, at National Headquarters, and NFC. Contacts relocation companies, vendors, and other businesses as necessary.

The purpose of contacts is to exchange information about the amount and status of funds in assigned budget accounts. Contacts are also for the purpose of providing specific information on procedures to be followed in processing transactions. This involves obtaining and/or using funds for reimbursements, obligations, expenditures, personnel actions, and staffing plans.

8. Physical Demands, Level 8-1, 5 points

The work is sedentary and requires no special physical abilities.

9. Work Environment, Level 9-1, 5 points

The work is performed in an office environment with no unusual risks or discomfort.

This position is nonexempt from the provisions of FLSA.