

Federal Hiring 101

Why and how to work in federal government

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National Science Foundation Office of Inspector General

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Why work in federal government?

- Make a difference
- Mobility
- Great benefits
- Flexibility
- Transparent pay & promotions



Transparent Pay

GRADE/ POSITIONS	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 year of graduate-level education <i>or</i> superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree	1 year equivalent to at least GS-7
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above		1 year equivalent to at least next lower grade level

SALARY TABLE 2021-VB
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 16.51%
FOR THE LOCALITY PAY AREA OF VIRGINIA BEACH-NORFOLK, VA-NC
TOTAL INCREASE: 1%
EFFECTIVE JANUARY 2021

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 22,997	\$ 23,768	\$ 24,532	\$ 25,293	\$ 26,057	\$ 26,505	\$ 27,261	\$ 28,023	\$ 28,053	\$ 28,766
2	25,858	26,473	27,330	28,053	28,369	29,203	30,037	30,872	31,706	32,540
3	28,214	29,154	30,095	31,035	31,975	32,915	33,855	34,796	35,736	36,676
4	31,672	32,728	33,783	34,839	35,894	36,950	38,006	39,061	40,117	41,172
5	35,435	36,617	37,798	38,980	40,161	41,342	42,524	43,705	44,887	46,068
6	39,500	40,817	42,134	43,450	44,767	46,083	47,400	48,716	50,033	51,349
7	43,894	45,357	46,821	48,284	49,747	51,211	52,674	54,138	55,601	57,064
8	48,611	50,232	51,853	53,473	55,094	56,715	58,335	59,956	61,577	63,197
9	53,691	55,481	57,270	59,060	60,850	62,639	64,429	66,218	68,008	69,798
10	59,126	61,098	63,069	65,041	67,012	68,983	70,955	72,926	74,897	76,869
11	64,961	67,127	69,293	71,459	73,625	75,791	77,957	80,123	82,289	84,455
12	77,862	80,458	83,054	85,650	88,246	90,842	93,438	96,033	98,629	101,225
13	92,588	95,675	98,761	101,847	104,934	108,020	111,106	114,193	117,279	120,365
14	109,411	113,058	116,705	120,351	123,998	127,645	131,292	134,938	138,585	142,232
15	128,697	132,987	137,277	141,567	145,857	150,146	154,436	158,726	163,016	167,306

Applicable locations are shown on the 2021 Locality Pay Area Definitions page: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/locality-pay-area-definitions/>

OPM.GOV			
OPM.gov Main	ABOUT	POLICY	INSURANCE
IN THIS SECTION	RETIREMENT	SUITABILITY	AGENCY SERVICES
RESOURCES FOR	NEWS		
New / Prospective Employees			
Federal Employees			
HR Professionals			

Policy, Data, Oversight PAY & LEAVE			
2021 General Schedule (GS) Locality Pay Tables			
For more information about the structure of the XML files available below, please see the Data Dictionary			
Pay Table	Annual Rate	Hourly Rate	XML Data
2021 General Schedule (Base)			
Complete set of Locality Pay Tables			
Locality Pay Tables for Geographic Areas			
ALBANY-SCHENECTADY, NY-MA			
ALBUQUERQUE-SANTA FE-LAS VEGAS, NM			
ATLANTA-ATHENS-CLARKE COUNTY-SANDY SPRINGS, GA-AL			
AUSTIN-ROUND ROCK, TX			
BIRMINGHAM-HOOVER-TALLADEGA, AL			
BOSTON-WORCESTER-PROVIDENCE, MA-RI-NH-ME			
BUFFALO-CHEEKTOWAGA, NY			
BURLINGTON-SOUTH BURLINGTON, VT			
CHARLOTTE-CONCORD, NC-SC			
CHICAGO-NAPERVILLE, IL-IN-WI			
CINCINNATI-WILMINGTON-MAYSVILLE, OH-KY-IN			



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Job title, dept., agency, series, or occupation

Location
City, state, zip, or country

Search



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Search Filters

The screenshot shows a federal job search results page. At the top, there are filter buttons: "Accountant", "Open to the public", "Recent graduates", and "GS 7 - GS 11". Below these, a "Remove all filters" link is visible. The main content area displays a list of jobs, with the first five shown. Each job listing includes the job title, agency, location, and salary range. On the right side, there is a "Top filters" panel with various categories like "Hiring path", "Federal employees", "Armed forces", "Students & recent graduates", and "Additional paths". Below this is a "Pay" section with a salary range slider.

Accountant **Open to the public** **Recent graduates** **GS 7 - GS 11**

[Remove all filters](#)

Viewing 1 - 5 of 5 jobs

Sort by **Relevance**

[Save this search](#). We'll email you new jobs as they become available.

Accountant NF-04
Defense Finance and Accounting Service
Department of Defense
Texas, Texas
Open 10/19/2021 to 10/26/2021

Staff Accountant
Veterans Health Administration
Department of Veterans Affairs
Temple, Texas
Central Texas Veterans Healthcare System
Open 10/07/2021 to 10/28/2021

Staff Accountant (DE/CR)
Office of the Secretary
Department of Commerce
Washington, District of Columbia
Open 10/14/2021 to 10/21/2021

Accountant, GS-510-7/9/11
U.S. Coast Guard
Department of Homeland Security
Elizabeth City, North Carolina
Open 10/18/2021 to 11/01/2021

Pathways Recent Graduate - Accountant
Agriculture, Rural Development
Department of Agriculture
Location Negotiable After Selection, United States
PO-PICB
Open 10/14/2021 to 10/27/2021

Top filters **More filters**

Hiring path [Help](#)

[Select all](#)

☒ Open to the public (4)

Federal employees (32)

☐ Competitive service (3)

☐ Excepted service (3)

☐ Internal to an agency (3)

☐ Career transition (CTAP, ICTAP, RPL) (14)

☐ Land & base management (3)

Armed forces (17)

☐ Veterans (3)

☐ Military spouses (3)

☐ National Guard & Reserves (1)

Students & recent graduates (1)

☒ Recent graduates (1)

Additional paths (15)

☐ Individuals with disabilities (4)

☐ Family of overseas employees (1)

☐ Native Americans (3)

☐ Peace Corps & AmeriCorps Vista (3)

☐ Special authorities (2)

[Show options with 3 jobs](#)

Pay [Help](#)

☐ Salary

\$0 \$500,000

\$43,663 (min GS 7) - \$84,049 (max GS 11)



Deciding whether to apply: Eligibility

Pathways Recent Graduate - Accountant

DEPARTMENT OF AGRICULTURE
[Agriculture, Rural Development](#)
FO-PICB

Overview

Accepting applications

Open & closing dates

10/14/2021 to 10/27/2021

Pay scale & grade

GS 7 - 9

Appointment type

Recent Graduates

Service

Excepted

Salary

\$43,683 to \$69,462 per year

The salary in the announcement is based on the Rest of US pay table. Actual salary may be different, depending on where the selectee is located.

Work schedule

Full-time

Location

1 vacancy in the following location:

Location Negotiable After Selection, United States

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



Recent graduates

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

Clarification from the agency

Recent graduate who has, within the previous two years, completed a qualifying Associate's, Bachelors, Masters, Doctorate, professional, vocational or technical degree or certificate program. Veterans unable to apply within two years of receiving their degree due to military service obligation have up to six years after degree completion to apply.

Apply

Print

Share

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Announcement number

PATH-RD-11260186-2022-KR

Control number

617281100



Deciding whether to apply:

Promotions

Help

Duties

Summary

This position is located in the Internal Compliance Division, Compliance Division, Chief Financial Officer, Business Center, Rural Development. The ICD is established to provide expert financial management, accounting, and portfolio management support for direct and guaranteed credit reform loans and grants for the multiple mission areas of RD. The purpose of the position is to serve as a trainee Accountant with **promotion potential** to GS-0510-9.

Learn more about this agency

Responsibilities

- Include progressively more difficult work in various places of accounting, with the goal to give the employee the experiences and skills needed to fill target positions
- Support of credit reform function such as design, testing, operation, and maintenance of credit reform data stores, information reconciliations, data retrievals and models
- Participation in internal review audits to ensure compliance with acceptable governmental and public accounting theories, principles, procedures, and practices support of changes to loan and grant accounting systems
- Assignments increase in difficulty and guidance/review decreases as employee gains proficiency and knowledge
- Perform other duties as assigned

Travel Required

25% or less - The incumbent for this position will be expected travel 1-5 days

Supervisory status	Promotion Potential
No	12

Job family (Series)

[0510 Accounting](#)

Similar jobs

Accountants

Accountants And Auditors

Auditors

Auditors, Field

Auditors, Internal


Field Auditors

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Deciding whether to apply: Other Details

Additional information




USDA Rural Development is currently in an enterprise-wide remote operational status, which means a majority of staff is working remotely away from the office. The incumbent for this position will be expected to report to duty at the nearest negotiated location upon return to the office. This is not a virtual position.

Recent Graduate appointments are intended to last for 1 year. Recent Graduates who satisfactorily complete all the USDA Recent Graduates Program requirements may be non-competitively converted to a Term or Permanent appointment in the competitive service. Conversion is not guaranteed. Recent Graduates converted to Term appointments may later be non-competitively converted to a Permanent competitive service position.



Upon successful completion of the Recent Graduate Program requirements in accordance with 5 CFR 362.205 (qualifications, one year continuous work experience, satisfactory performance, mandatory training completion, etc.) you may be non-competitively converted to a term, career conditional or career appointment within 120 days to an:



Accountant, GS-0510-07/09/11/12 career ladder position. The full performance level (FPL) of the position to which converted may be up to the GS-12 level.

NOTE: An agency is not required to convert any individual in a Pathways position, to a position in the competitive service, whether upon completion of degree requirements or otherwise. Conversion to a competitive service position is not an entitlement.

Deciding whether to apply:

Basic Requirements

Qualifications

To be eligible, applicants must meet one of the following requirements;

Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a qualifying educational institution within the previous two (2) years; or

Individuals who, due to military service obligation, were precluded from applying to the Recent Graduates Program during any portion of the 2-year eligibility period described above shall have a full 2-year period of eligibility upon release or discharge from active duty. This eligibility period cannot extend more than 6 years from the date on which the requirements for the academic course of study were met.

NOTE: Students who will be graduating in December 2021 are eligible to apply for Recent Graduate positions. However, candidates cannot be appointed to a Recent Graduate position until proof of graduation on an official transcript is provided.

Basic Requirements:

A. **Degree:** accounting; or a degree in a 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" in this standard. 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. Twenty-four 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.



Deciding whether to apply: Education & Experience

In addition to meeting the eligibility requirements above, applicants must possess the experience requirements as follows:

For the GS-07 level: Applicants must possess one year of specialized experience equivalent to at least the GS-05 grade level or its non-Federal equivalent that demonstrates: Experience reviewing and analyzing of accounting and audit functions; experience supporting changes to loan and grant accounting systems to ensure compliance with accepted accounting principles and standards; and reviewing of selected loan/grant activity. Incumbent must possess knowledge of financial management, fiscal, accounting theories, procedures, practices, and generally accepted accounting principles and standards; experience interpreting financial and accounting data and providing analysis; experience in evaluating solutions on the spectrum of accounting, financial management and/or internal controls, experience in composing correspondence or communication on accounting problems, internal controls and impact of new procedures **OR** completion of one full year of graduate level education **OR** Bachelor's degree with Superior Academic Achievement (SAA). **Equivalent combination of education and experience are qualifying for this grade level.**

For the GS-09 level: Applicants must possess one year of specialized experience equivalent to at least the GS-07 grade level or its non-Federal equivalent that demonstrates: Experience reviewing and analyzing complex accounting and audit functions; experience supporting changes to loan and grant accounting systems to include testing, ensuring compliance with accepted accounting principles and standards; and reviewing of selected loan/grant activity to identify trends. Incumbent must possess significant knowledge of financial management, fiscal, accounting theories, procedures, practices, and generally accepted accounting principles and standards; experience interpreting complex financial and accounting data and providing appropriate analysis; experience in evaluating complex solutions on the spectrum of accounting, financial management and/or internal controls, experience in composing complex technical correspondence or communication on accounting problems, internal controls and impact of new procedures and policies **OR** 2 years of progressively higher level graduate education leading to a master's degree **OR** master's or equivalent graduate degree. **Equivalent combination of education and experience are qualifying for this grade level.**

Superior Academic Achievement is based on (1) class standing, (2) grade-point average, or (3) honor society membership. 1. Class standing - Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, based on completed courses. 2. Grade-point average - Applicants must have a grade-point average of: 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final two years of the curriculum; **OR** 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum. 3. Election to membership in a national scholastic honor society.

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement including specialized experience and/or education, as defined below.

NOTE: To be considered for this position, you must meet all qualification and eligibility requirements for the GS-510 series set forth in the Office of Personnel Management (OPM) Qualification Standards by the closing date of the announcement. A copy is available at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards>

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 and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.



Deciding whether to apply:

Required Documents & Questionnaire

Required Documents

The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) other qualifications.

You must submit a copy of your college transcripts. An unofficial copy is sufficient with the application if it includes your name and the necessary course information; however, if you are selected you will be required to submit official transcripts prior to entering on duty. Education must have been successfully obtained from an accredited school, college or university. If any education was completed at a foreign institute, you must submit with your application evidence that the institute was appropriately accredited by an accrediting body recognized by the U.S. Department of Education as equivalent to U.S. education standards. There are private organizations that specialize in this evaluation and a fee is normally associated with this service. For a list of private organizations that evaluate education, visit the [NACES](#) website. All transcripts must be in English or include an English translation.

If claiming veteran's preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veteran's preference must be verified prior to appointment. Without this documentation, you will not receive veteran's preference and your application will be evaluated based on the material(s) submitted.

If claiming 10-point veteran's preference you must provide the DD214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point Veterans' Preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans' preference visit [FEDSHIREVETS](#).

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated for this job based on how well you meet the qualifications above.

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities, or you may be found ineligible. Please follow all instructions carefully. may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from the Federal service. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from the Federal service.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply" button to the right.

To view the application form, visit: <https://apply.usastaffing.gov/ViewQuestionnaire/11260186>

[Close](#)

Background checks and security clearance

Security clearance

[Not Required](#)

Drug test required

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

Trust determination process

[Suitability/Fitness](#)






Resumes

- You can use any format (USAJobs Resume Builder, PDF, Word)
- No page limit
- Your resume is a writing sample – proofread!
- Include:
 - Education
 - Work experience
 - Volunteer and student positions
 - Dates of employment/hours per week
 - September 2020 - November 2020, 10 hours per week
 - September 2020 – September 2021, 40 hours per week

After Applying

Agency

- 6  Agency reviews application
- 7  Interview
- 8  Agency selects candidates

Agency reviews application



The hiring agency begins reviewing applications when the job announcement closes. The hiring agency will review your application to make sure you're eligible and meet the qualifications for the position.

The hiring agency will place applicants into quality categories. Those placed in the highest category are sent to the hiring official.

Interview



The hiring official will review the highest qualified applications and select applicants to interview based on agency policy. The hiring agency will contact applicants directly to schedule interviews.

You may be interviewed by a panel, in-person, video or phone interview, and there may be more than one interview round. For example, an applicant may have a phone interview and then an in-person interview.

Scheduling an interview may take some time, depending on the number of applicants to interview.

Agency selects candidates



After all interviews are completed, the agency will select a candidate(s) and contact them to start the job offer process.

For those not selected, the hiring agency will update the job's status to **Hiring Complete**.

Contacting HR

Apply

Print Share Save

Announcement number ←
PATH-RD-11260186-2022-KR

Control number
617281100

Agency contact information

Kayla Rodriguez

Phone
[202-720-0815](tel:202-720-0815)

Email ←
Kayla.Rodriguez2@usda.gov

Address
Rural Development
1400 Independence Ave SW
Washington, DC 20250
US

[Learn more about this agency](#)

Next steps

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your [USAJOBS](#) account to check your application status.

Multiple positions may be filled from this announcement.

To: Kayla.Rodriguez2@usda.gov

Hi Kayla,

For announcement number **PATH-RD-11260186-2022-KR**, is the promotion potential position a GS-9 or a GS-12? I see it listed as a GS-9 in the Duties Summary. Potential is listed as a GS-12. Thanks for clarifying!

Best,

Ashley

Duties

Summary

This position is located in the Internal Compliance Division, Compliance Division, Chief Financial Officers, Business Center, Rural Development. The ICD is established to provide expert financial management, accounting, and portfolio management support for direct and guaranteed credit reform loans and grants for the multiple mission areas of RD. The purpose of the position is to provide a trainee Accountant with **promotion potential** to GS-0510-9.

[Learn more about this agency](#)

Responsibilities

- Include progressively more difficult work in various places of accounting, with the goal to give the employee the skills needed to fill target positions
- Support of credit reform function such as design, testing, operation, and maintenance of credit reform data storage reconciliations, data retrievals and models
- Participation in internal review audits to ensure compliance with acceptable governmental and public accounting principles, procedures, and practices support of changes to loan and grant accounting systems
- Assignments increase in difficulty and guidance/review decreases as employee gains proficiency and knowledge
- Perform other duties as assigned

Travel Required

25% or less - The incumbent for this position will be expected travel 1-5 days

Supervisory status

No **Promotion Potential** 12

Rodriguez, Kayla - RD, Washington, DC
to me ▾

Hi Ashley,

As a Recent Graduate, the promotion potential is GS-9 but upon conversion after completion of 1 year, the full performance level of the position is GS-12. Recent Graduate positions are 1 year in length generally, and at the conclusion of that year you become eligible for conversion to a career appointment in the federal service. The career appointment for this position has a full performance level of GS-12.

Kayla M. Rodriguez
HR Specialist, HR Policy and Programs Branch
United States Department of Agriculture, Rural Development

8:14 AM (52 minutes ago) ☆ ↻



Takeaways

Education



BA = GS-5 & 7

MA = GS-9

PhD = GS-11

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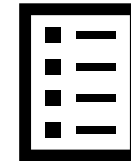
Open to the Public

U.S. citizens, nationals or those who owe allegiance to the U.S.



Students & recent graduates

Resume



No page limit

1st writing sample

Include dates/hours



Questions?

Ashley Lippolis Aviles

alippoli@nsf.gov

