

United States Postal Service

Internal Publication of Job Posting/Vacancy# ACS-24-001

Our dynamic Accounting Help Desk is looking for people to join their team in providing accounting support via telephone to internal and external customers. If you are a quick learner, enjoy helping people, and you possess a skill to resolve problems with a customer focus, we have an opportunity for you as an Accounting Support Technician.

Functional Area

Finance and Accounting

Job Posting Period

01/08/2024 – 01/22/2024

Job Title

0525-0005 Accounting Support Technician IT/AS-13

Facility Location

ACCOUNTING CENTER SUPPORT
ACCOUNTING HELP DESK
1720 MARKET ST
SAINT LOUIS, MO 63180-9700

Position Information

TITLE: ACCOUNTING SUPPORT TECHNICAN
GRADE: IT/AS-13
OCCUPATION CODE: 0525-0005
EXAM REQUIREMENT: 741 Accounting
NON-SCHEDULED DAYS: Saturday/Sunday
SCHEDULE OF WORK & HOURS: Monday - Friday, 10:45 A.M. to 7:15 P.M.
SALARY RANGE: \$71,289 - \$79,636 USD Annually
FINANCE NUMBER: 28-7133

Persons Eligible to Apply

All career Postal employees in the **KS-MO District, Illinois 2 District, Midwest Logistics, and Midwest Processing**. Relocation expenses are not authorized.

Functional Purpose:

Provides initial point of contact and support for inquiries related to accounting procedures and processing.

Qualifications/Requirements

1. Knowledge of computer systems and applications at a level sufficient to input and query data and obtain reports/information.
2. Ability to communicate orally and in writing to express ideas or facts clearly and logically when answering questions, giving directions, and providing information.
3. Ability to comprehend and execute oral instructions to complete work tasks and job assignments.
4. Ability to work cooperatively with people and interact positively with customers and co-workers, exercising courtesy, etiquette, and self-control.
5. Ability to work with limited supervision to independently plan and execute work activities, check work for completeness and accuracy, and meet established time commitments.

How To Apply

Complete and submit PS Form 991, Application for Promotion (Pages 1 and 2), plus a separate Statement of Qualifications (Page 3) for each of the Qualifications/Requirements. Include your **email address** on the first page, which is a requirement for the Exam process. The electronic PS Form 991 is available on Blue under Forms or *LiteBlue*, under **My HR > Careers > PS form 991 (application)** <https://liteblue.usps.gov/humanresources/careers/home.shtml>. For guidance, refer to Pub 555, Applicant's Guide for Responding To Personnel Selection Requirements On Form 991, <https://blue.usps.gov/cpim/ftp/pubs/pub555.htm>.

EXAM REQUIRED: This job has an exam requirement. Applicants must successfully complete the Postal Service 741/744 Accounting Examination. All *Persons Eligible to Apply* and meet the qualifications who have not previously taken and passed the exam, will be contacted and scheduled to take the 741/744 Accounting Examination. Instructions regarding the exam process will be sent to you via email. Applicants must include an **email address** at the top of the PS Form 991.

Please be thorough when addressing the Requirements, as this is a best-qualified position. **Email your completed application to the address below no later than the closing date of January 22, 2024. You must enter the Subject Line below.**

EMAIL TO: **STLASCPOSTING@USPS.GOV**
SUBJECT LINE: **USPS #ACS-24-001**