

United States Postal Service

Internal Publication of Job Posting/Vacancy# ACS-19-001

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.

Branch

Finance

Job Posting Period

01/02/2019 – 01/14/2019

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 Junior
NON-SCHEDULED DAYS: Saturday/Sunday
SCHEDULE OF WORK & HOURS: Monday – Friday, 10:45 A.M. to 7:15 P.M.
SALARY RANGE: 58,804.00 – 66,648.00 USD Annually
FINANCE NUMBER: 28-7133

Persons Eligible to Apply

All career Postal employees in the Gateway District within the local commuting distance. IT/AS employees are eligible to apply.

Functional Purpose:

Provides initial point of contact and support for inquiries related to accounting procedures and processing assuring user problems are resolved.

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 Requirements or on a separate attachment. Print the hard copy of the application for submission (cannot be submitted through eCareer at this time) and **include your email address on the first page of your PS Form 991.**

EXAM REQUIRED: This job has an exam requirement. Applicants must successfully complete Postal Service Exam 741/744 Accounting Examination. A minimum total score of 70 is required to attain a rating of “Eligible” on the Accounting Examination. All *Persons Eligible to Apply* will be invited to take the 741/744 Accounting Examination. Instructions regarding the exam process will be sent to you via email. **Please include your email address on your PS Form 991.** Applicants who have previously completed the exam and have attained a rating of “Eligible,” the exam is optional but not required.

Please be thorough when addressing the Requirements, as this is a best-qualified position. Mail your completed application to the address below.

**MAIL TO: USPS #ACS-19-001
 PO BOX 80400
 ST LOUIS MO 63180 - 0400**