

United States Postal Service

Internal Publication of Job Posting/Vacancy# ACS-25-002

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

08/04/2025 – 08/19/2025

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: \$74,525- \$83,061 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, https://blue.usps.gov/formmgmt/forms/LiveCycle/psform991_062014_lc.pdf. For guidance, refer to the following link for Responding to Requirements/Knowledge, Skills and Ability (KSAs) and Practice Exam 741/744, https://blue.usps.gov/accounting/_ppt/RespondingtoKSAsandPracticeExam741_744.pptx.

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 **August 19, 2025**. You must enter the Subject Line below.**

EMAIL TO: **STLASCPOSTING@USPS.GOV**

SUBJECT LINE: **USPS #ACS-25-002**

All inquiries must be sent to STLASCPOSTING@USPS.GOV email address. **DO NOT** call Accounting Services representatives.