

**Department of the Interior, U.S. Fish and Wildlife Service Job Analysis**

Title: Budget Assistant

Series: GS-561

Grade: 07

Org. Code:

Position Number: R397089

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Serves as the field office's primary financial advisor on budget formulation and execution, financial planning, and accounting.	Knowledge of accounting methods, practices, and regulation related to financial management and cost accounting.	Yes	No	1	Required for this position
Coordinates budgetary control procedures to assure budgetary integrity and compliance with all Service and Department policy and regulations.	Knowledge of budget procedures and regulations covering the processing of a wide range of budgetary transactions.	Yes	No	1	Required for this position
Reviews, recommends, and processes procurement request as appropriate. Advises Field Supervisor in personnel matters of promotion, step increases, incentive awards, and career development. Monitors accuracy of travel authorizations, advances, and vouchers.	Ability to interpret and apply various instructions, procedures, and regulations in order to perform various administrative functions including procurement, personnel, and travel.	Yes	No	1	Required for this position
Provides computer support which can include installing hardware, software, trouble shooting, and training of other field office computer users.	Skill in the use of personal computers in order to use word processing, spreadsheets, database management systems, and telecommunications programs.	Yes	No	1	Required for this position
Provides written and verbal guidance to staff on changes and implementation of Federal, Departmental, Service, and Regional administrative policy and regulations	Ability to communicate effectively both orally and in writing.	Yes	No	1	Required for this position