

**Opportunity Title:** Budget and Finance Support

**Opportunity Reference Code:** EPA\_NSSC-0001-04-03-30-23

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA\_NSSC-0001-04-03-30-23

**How to Apply** Click [HERE](#) to apply.

**Description** The EPA National Student Services Contract has an immediate opening for a full time Federal Financial Administrative Support position with the Office of Research and Development at the EPA facility in Washington, DC.

The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

#### **What the EPA project is about**

The Office of Resource Management (ORM) provides administrative and support services for all employees of EPA's Office of Research and Development (ORD). The Planning and Budget Division (PBD), one of several divisions within ORM, is tasked with providing budget planning and execution services and support to ORD.

#### **What experience and skills will you gain?**

As a team member, you will assist the Planning and Budget Division staff in executing their duties by providing both administrative and technical support for the full budget execution cycle. Specific duties will include:

- Assisting in developing, validating and editing financial reports, summarizing budget targets, expenditures, labor costs, travel expenses, commitments & obligations, and year-end analysis.
- Performing data entry in various ORD and Agency financial systems.
- Reconciling financial systems and making corrections when approved.
- Participating in Agency meetings related to financial management.
- Assisting the staff in coordinating and managing meetings.
- Performing regulation searches.
- Assisting in responding to information requests.
- Maintaining records in accordance with Federal regulations.
- Providing general administrative support (word processing, faxing, copying, mailing, scheduling).

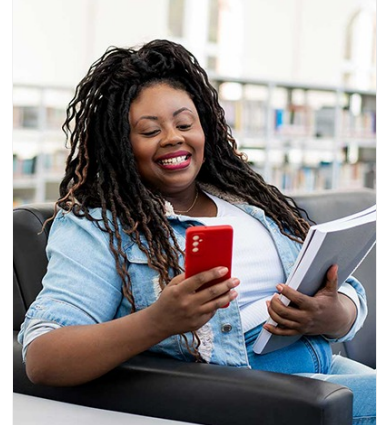
#### **Required Knowledge, Skills, Work Experience, and Education**

- Strong mathematical, analytical and computer skills.
- A commanding knowledge of Microsoft Excel, PowerPoint and Word.
- A willingness to learn federal financial practices to include, but not limited to, accounting, mathematics and fiscal costing.

**Location:** This job will be located EPA's facility in Washington, D.C.



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**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$24.20 for hours worked.

**Hours:** Full-time.




**Travel:** Occasional overnight travel may be required.

**Expected start date:** The position is full time and expected to begin May 2023. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2025.

*For more information, contact [EPANSSC@ORAU.org](mailto:EPANSSC@ORAU.org). Do not contact EPA directly.*

- Qualifications**
- Be at least 18 years of age **and**
  - Have earned at least a Bachelor's degree in business, computer science, mathematics or other related area of study from an accredited university or college within the last 24 months **and**
  - Be a citizen of the United States of America or a Legal Permanent Resident.

*EPA ORD employees, their spouses, and children are not eligible to participate in this program.*

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
  - **Degree:** Bachelor's Degree received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Business** ([11](#) )
    - **Computer, Information, and Data Sciences** ([17](#) )
    - **Mathematics and Statistics** ([11](#) )

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in business, computer science, mathematics or other related area from an accredited university or college within the last 24 months; a citizen or a Legal Permanent Resident of the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

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