

Opportunity Title: Accounting Associate at EPA

Opportunity Reference Code: EPA-SSP-0001-1-12-19-16

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0001-1-12-19-16

How to Apply Submit application and supporting documents by clicking on Apply Now button.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Description Background:

The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Accounting Associate with the Office of Research and Development at the EPA facility in Raleigh-Durham, NC.

The Office of Research and Development (ORD) at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and helps 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.

The Office of Administrative and Research Support (OARS) is the premier provider of administrative services that enable and support research within the EPA's Office of Research and Development (ORD). It is composed of four divisions with responsibility for extramural programs, budget execution, travel and human resources. This opportunity is located within the Extramural Management Division (EMD).

The primary responsibility of OARS/EMD is to conduct pre-award and post-award activities related to contracts and grants managed by the Extramural Management Division. Pre-award activities include assembling Procurement Initiation (PIN) packages and serving as the program point of contact with the Office of Acquisition Management and Office Grants and Debarment. Post-award activities of the branch consist of performing and supporting contract-level and grant-level management functions. For acquisitions below the simplified acquisition threshold, extramural activities may also include market research, soliciting quotations, contract formulation and award, as well as administration and close-out of contract vehicles.

Responsibilities will include

The project will involve primarily data entry and data management that is related to post award activities of specific extramural efforts including contracts and blanket purchasing agreements for one year cycles. Under the supervision of a mentor, the selected candidate shall be expected to:



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- assist in tracking work assignment expenditures, labor costs and burn rates;
- help maintain the official contract files;
- perform data entry and reporting using various EPA extramural and financial systems;
- assist in operation of the EPA Acquisition System (EAS), Integrated Resources Management System (IRMS) and Extramural Management Division website, providing data entry and record keeping;
- assist with data entry and data management for work plan approvals and track modifications & funding in EAS;
- compare Procurement Requests to contract funding modifications;
- reconcile financial systems and make corrections when approved;
- research contract clauses and perform regulation searches;
- assist with special projects and assist in responding to information requests;
- maintain records in accordance with federal regulations;
- provide general administrative support (word processing, spreadsheets, faxing, copying, mailing, scheduling);
- assist with the development and maintenance of divisional reports;
- assist with contract close-out and unliquidated obligation review activities;
- participate in conferences and seminars, as appropriate.

Location: This job will be located at EPA's facility in Raleigh-Durham, NC

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$20.65 for hours worked.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full time and expected to begin January 2017. The initial project is through May 14, 2017, followed by three (3) 12-month optional period.

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Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have earned a Bachelor's degree in accounting, business, computer science, or related discipline from an accredited university or college within the last 24 months **and**
- Be legally authorized to work in the United States of America.

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




Desired Expertise, Skills, Education, and/or Experience:

- Strong mathematical, analytical and computer skills;
- Commanding knowledge of Microsoft Excel, PowerPoint, and Word;

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- Willingness to learn federal financial practices to include, but not limited to, accounting, mathematics and fiscal costing;
- Willingness to learn programs used by the government to manage financial and metadata involved in extramural management.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Any degree .
 - **Discipline(s):**
 - **Business** ([11](#) )
 - **Computer, Information, and Data Sciences** ([16](#) )
 - **Mathematics and Statistics** ([1](#) )

Affirmation Certification:

I certify that I am at least 18 years of age; Have earned a Bachelor's degree in accounting, business, computer science or related field of study 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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