

Opportunity Title: EPA Accounting and Budgeting Associate

Opportunity Reference Code: EPA-SSP-0001-2

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0001-2

Description Background:

The EPA Environmental Research and Business Support Program has two immediate openings for Accounting and Budgeting Associates.

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.

The Office of Administrative and Research Support (OARS) provides administrative and support services for all employees of EPA's Office of Research and Development (ORD). The Budget Execution Division (BED), one of several divisions within OARS, is tasked with providing budget execution services and support to ORD.

Tasks:

The Associate shall assist the Budget Execution Division staff in executing their duties by providing both administrative and technical support for the full budget execution cycle. Under the guidance of an EPA mentor, the Associate will engage in the following tasks:

- assisting with the development, validation and editing of financial reports, summarizing budget targets, expenditures, labor costs, travel expenses, commitments & obligations, and conducting 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 BE staff in coordinating and managing meetings;
- performing regulation searches;
- assisting in responding to information requests;
- maintaining records in accordance with Federal regulations; and
- providing general administrative support (word processing, faxing, copying, mailing, scheduling).

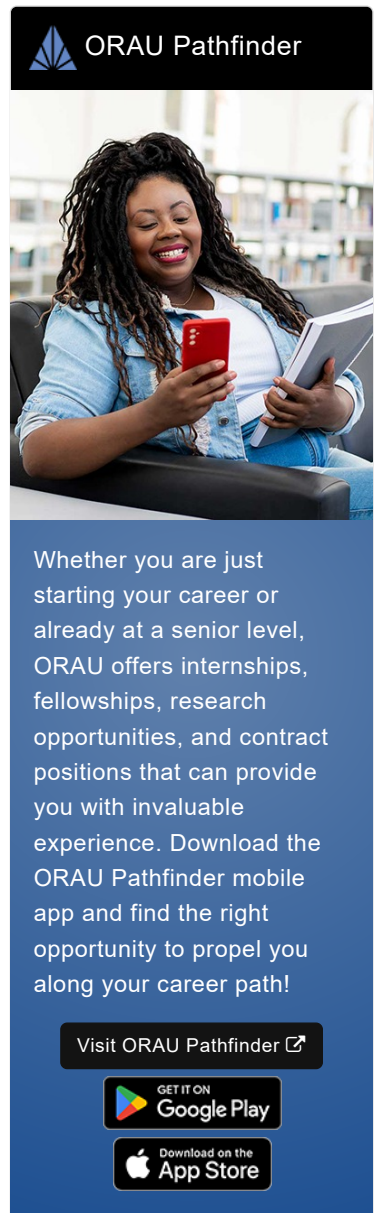
The Associate may be expected to participate in conferences and seminars.

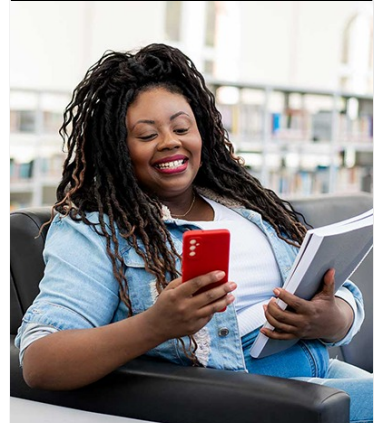
Location: This job will be located at EPA's Research Triangle Park facility in Durham, NC.

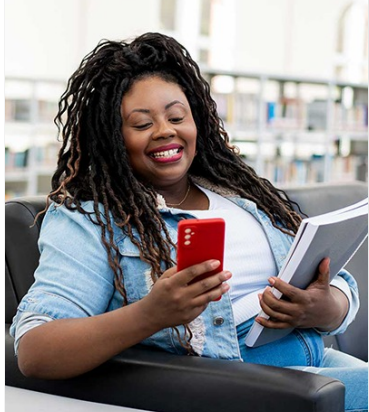
Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage for hours worked, based upon position, education and locale.

Travel: Occasional overnight travel may be required.


Expected Start Date: The position is full-time and expected to begin in





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January 2015. The initial project is for 12 months and may be renewable up to 60 months.

For more information, contact EPAjobs@orau.org.

Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have earned a Bachelor's degree in business, computer science, mathematics, 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; and
- Willingness to learn federal financial practices to include, but not limited to, accounting, mathematics and fiscal costing.

- Eligibility Requirements**
- **Degree:** Bachelor's Degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Business** ([11](#))
 - **Computer, Information, and Data Sciences** ([16](#))
 - **Mathematics and Statistics** ([10](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in business, computer science, mathematics or related discipline; legally authorized to work in the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.