

Accountant - 510

A. Preparation of internal and external report/financial statements

- Reports and financial statements are routinely prepared in accordance with the Chief Financial Officers Act and related pronouncements, and completed within HHS/Office of the Secretary (OS) timeframes.
- Reports and financial statements reflect the financial condition of the fund or funds on which they report.
- Collaborate with other OFM divisions/branches to ensure accurate, complete, and reliable data for financial reporting.
- Responses to questions from the OMB, Department, ICs, and auditors regarding the NIH financial statements, NIH reports, and NIH accounting policies and procedures are complete, accurate, and timely.
- Supporting documentation is provided to the Department OIG, GAO, OMB, and auditors as needed on a timely basis within HHS/OS timeframes.

B. Monitoring and evaluation of accuracy and adequacy of accounting system financial data

- Demonstrate a working knowledge of the General Ledger accounts and the flow of data through the NIH accounting system.
- Routinely makes recommendations to ensure that the system provides timely and accurate data for use in preparing financial statements and other financial reports.
- Assigned staff work is completed with minimal supervision and within established due dates the majority of the time.
- Written reports on assigned staff work are consistently complete and well written and require minimal revision for form and content.

C. Teamwork

- Works effectively with NIH IC officials and auditors performing audits at NIH
- Provides IC officials with accurate technical assistance as appropriate.
- Recognizes and routinely provides feedback on potential problem areas to the supervisor and/or Division Chief.
- Requests for information and/or explanations of data and procedures are provided in a reasonable timeframe and are clear, accurate, and reflect sound judgment.
- Periodic and/or end-of-year calls to clean up accounts are routinely completed according to pre-determined quality standards

D. Information Technology

- Routinely makes specific IT written recommendations on, and carries out, consistently completes assigned staff work on time.
- Ensure OFM active participation in functional teams for NIH Business System (NBS) tracks 3 and 4 (Acquisition/Supply/Property/Finance) as well as making appropriate recommendation and suggestions. Ensure responsiveness to NBS project needs.
- Routinely uses IT tools within the organization, as evidenced by the consistent use of the NIH enterprise systems.
- Demonstrates continued efforts to reduce paperwork and increase staff reliance on electronic technology to meet the IC's business management needs.

E. OMB, HHS, NIH policies and procedures review for preparation of financial statements and other financial reports

- Reviews and provides comments on proposed changes in guidance and procedures on a timely basis.
- Comments are usually well considered and recognize the potential impact on OFM and NIH.
- Routinely recommends appropriate actions and suggests reasonable options for consideration by the Division Chief.
- Work with IC Budget Officer and other staff on submissions that meet established deadlines for data calls, or other budget submissions, including those for PART or GPRA reporting, if relevant, for current and future fiscal years.
- Prompt and responsive assistance is provided to NIH for periodic and end-of-year calls to clean up accounts.
- Work with IC Budget Officer and other staff to ensure that obligations are within established allotments and statutory limits, by using quarterly account reconciliations, and in the 4th quarter, monthly reconciliations, to successfully track funds and close the books by 9/30/06.
- Routinely recommends and implements budget strategies to assist in meeting overall Institute program priorities.
- Recommendations to streamline and assist the ICs to achieve greater administrative efficiencies reflect sound judgment.