

Department: US Securities and Exchange Commission
Agency: US Securities and Exchange Commission
Job Announcement Number: ESHA-07-006

[Overview](#)

Accountant

Salary Range: 101425 to 129948 USD Per Year

Open Period: 11/24/2006 to 5/31/2007

Series & Grade: SK-0510-13/13

Position Information: Full-Time Permanent

Promotion Potential: 14

Duty Location: 1 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

Job Summary:

This position is in an Office of the Assistant Director, Disclosure Operations in the Division of Corporation Finance, U.S. Securities and Exchange Commission. Each Office is responsible for certain industry groups. Office has responsibility for the analysis and review of various disclosure documents filed under the requirements of the Securities Act of 1933 and the Securities Exchange Act of 1934. The incumbent works directly under an accounting branch chief and under the broad managerial guidance of the Senior Assistant Chief Accountant.

[Duties](#)

Major Duties:

As an Accountant in the Division of Corporation Finance, you will:

- review filings to identify potential or actual material accounting, auditing or financial reporting deficiencies in financial disclosure resulting from deviations from GAAP, standards of the PCAOB, and the accounting rules and regulations of the SEC.
- perform examination of financial statements included in registration statements, proxy solicitation materials, and other filings under the Federal Securities Laws and Acts (such as Form S-1, S-2, S-3, S-4, SB-2, 8-K, 10-Q, 10-K, etc.) that are made by public companies.
- review issues involving difficult and unusual accounting, auditing, and financial reporting questions.
- make recommendations for initiation of investigations and other administrative proceedings.

[Qualifications and Evaluation](#)

Qualifications:

Basic Requirements

1. Degree in accounting, business administration, finance, or public administration that included 24 semester hours in accounting and/or auditing subjects, 6 semester hours of which can be in business law; OR
2. Four or more years of accounting/auditing experience; OR

3. Equivalent combination of accounting experience and college-level education.

If you meet #2 or #3 above, you also must have:

- successfully completed 24 semester hours in accounting/auditing courses;
- obtained a Certified Public Accountant or Certified Internal Auditor license through a written examination; OR
- obtained a degree with at least 15 semester hours in accounting/auditing if you have successfully worked at the full performance level in accounting, auditing or a related field, or at least two higher level professional accountants or auditors have certified that your accounting experience equals the knowledge associated with a 4 year accounting/auditing degree.

To be eligible for the SK-13, you must have at least 52 weeks of specialized experience at the SK-12 or GS-12 or at the equivalent level in the private industry. Specialized experience includes work related to the job duties such as utilizing knowledge of GAAP, standards of the PCAOB, and the accounting rules and policies of the Federal securities laws and acts to examine or prepare financial statements and other filings (such as Form S-1, S-2, S-3, S-4, SB-2, 8-K, 10-Q, 10-K, etc.) and identifying potential or actual accounting misstatements, auditing or financial reporting deficiencies in financial disclosure statements resulting from deviations from GAAP, standards of the PCAOB, and federal securities laws.

The most desirable candidates are CPAs with at least four years of public accounting experience with emphasis on public companies. At least one year of experience within the last three years should include knowledge of federal securities laws, rules, and regulations, obtained by either the conduct of audits of public companies or the preparation or review of financial statements and other financial reporting of public companies included in financial documents submitted to the SEC.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How Will You Be Evaluated:

The SEC has contracted with Korn/Ferry to accept and review the applications for this position. Upon receipt and review of the on-line resume, they in collaboration with the SEC Human Resources office will determine which candidates to refer to management for further review. These highly qualified candidates will be referred to management on a weekly basis.

Benefits and Other Information

Benefits:

SEC offers a wide array of benefits:

1. FREE dental and vision care program underwritten by MetLife. This benefit covers the employee and all eligible dependents.

2. Transportation subsidy to offset your public transportation commuting expenses. Employees may receive a maximum tax free benefit of \$105 per month.

3. Alternative Work Schedule (AWS) includes a flexible work schedule and a compressed work schedule.
4. A variety of Federal Employee Health Benefit plans to choose from which can be paid from pre-tax income.
5. The Federal Employee Retirement System program that features three components: a retirement pension, the Thrift Savings Plan (an employee controlled investment program), and social security.
6. The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees, similar to the 401(k) plans many private corporations offer their employees.
7. The Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents.
8. The Federal leave program offers exceptional time off benefits, including annual leave, sick leave, a leave sharing program, Family Friendly Leave, Family Medical Leave, and ten (10) paid holidays per year.
9. The Employee Assistance Program (EAP) provides free confidential counseling and referral services to you and your family members.
10. The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their spouses, parents, parents-in-law, stepparents, and adult children. You may visit the Long Term Care Partners website for more information: www.ltcfeds.com.
11. The Flexible Spending Account Program for Federal employees provides employee-funded accounts to pay for medical expenses that are tax deductible as well as dependent care costs. Contributions to the accounts come from an employee's pre-taxed salary.
12. Career development and enrichment training is available in job-related areas.
13. On-site gym and locker room with shower facilities; aerobics classes are available for a small fee.
14. Back-up care is quality child care provided to employees whose regular child care arrangements are unavailable.

Other Information:

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

The materials you send with your application will not be returned.

You will be required to serve a probationary period of 1 year.

How to Apply:

The SEC has contracted with Korn/Ferry to accept and review the applications for this position. You must submit your application online via their website: <http://www.sec.futurestep.com>. Additional information about this vacancy is also available.

While we are using a contractor, federal hiring regulations are still in force.

Your transcript (proof of degree with appropriate courses) must be provided by time of interview.

None of these forms will be subsequently loaned or returned to you.

DO NOT submit applications directly to the SEC for these positions.

Contact Information:

Nicole R. Woodard
Phone: 202-551-7466
Internet: WoodardN@sec.gov

Or Write:
US Securities and Exchange Commission
6432 General Green Way
M/S 0-1
Alexandria VA 22312
US

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications. Highly qualified candidates will be referred weekly to the hiring manager for further consideration and possible interview.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that

might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.