

IBC GS-0510 Accountant Cluster
(Accountants, Payroll Systems Accountant and System Accountants)
Final

Approved by the Competency Model Review Board 06/05/15

Competency	Definition	Proficiency Level			Remarks
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Legal, Government, & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	

Competency	Definition	Proficiency Level			Remarks
Technical – Accounting	Knowledge of Accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Technical – Accounting System Design / Maintenance <i>(System Accountants Only)</i>	Knowledge of the design, development, configuration, and/or testing of accounting and accounting support systems. Trouble-shoots, diagnoses, analyzes, and identifies system issues to determine the root cause and facilitate the issue’s resolution.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Technical – Automated Accounting & Business-Related Systems <i>(Accountants Only)</i>	Effectively uses systems for posting data, making adjustments, analyzing, reconciling, and processing transactions to accurately and timely provide accounting services to client agencies.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	

Proficiency Level Definitions:

1 = Awareness: Applies the competency in the simplest situations; requires close and extensive guidance; demonstrates awareness of concepts and processes.

2 = Basic: Applies the competency in somewhat difficult situations; requires frequent guidance; demonstrates familiarity with concepts and processes.

3 = Intermediate: Applies the competency in difficult situations; requires occasional guidance; demonstrates understanding of the concepts and processes.

4 = Advanced: Applies the competency in considerably difficult situations; generally requires little or no guidance; demonstrates broad understanding of concepts and processes.

5 = Expert: Applies the competency in exceptionally difficult situations; serves as a key resource and advises others; demonstrates comprehensive expert understanding of concepts and processes.