

**IBC GS-0525 Accounting Technician Cluster
Final**

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

Competency	Definition	Proficiency Level	Remarks						
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.	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-08</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-08</u>	2	3	5	
<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-08</u>							
2	3	5							
Technical Competency – Accounting Operations	Performs work in support of accounts payable, accounts receivable, reimbursement, general and/or payroll accounting.	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-08</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-08</u>	2	3	5	
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2	3	5							
Technical Competency – Automated Accounting & Business-Related Systems	Effectively uses systems for posting data, making adjustments, analyzing, reconciling, and processing transactions to accurately and timely provide accounting services to client agencies.	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-08</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-08</u>	2	3	5	
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2	3	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.