

RECRUITMENT ANNOUNCEMENT

Position Title, Series & Grade:

Auditor, 5101, MA 10 to MA 16
(filling two positions)

Vacancy Number:

04-01

Salary:

\$29,829 to \$70,810 (includes locality pay)
(Salary adjusted to qualifications)

Opening Date:

October 11, 2004

Area of Consideration:

All Candidates

Closing Date:

November 11, 2004

Duty Station:

Carrollton, Texas

Primary duties of Position:

Audit production, sales, inventory, and financial records of individual milk handlers as well as review the controls, policies, and procedures that affect the summarization and reporting of data. Prepare audit adjustments, written reports, and make recommendations based on Order application.

Qualification Requirements:

- Applicants must have received a bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least nine semester hours in accounting, or, a bachelor's degree in any other field with at least 15 semester hours in accounting.
- Applicants who do not have a degree must have the appropriate semester hours as described above and experience that when combined with the education will equal a 4-year course of study. The experience should have equipped the applicant with the necessary skills and knowledge to perform at the grade level to which appointed.
- In addition to meeting the basic requirements above, candidates for grades MA-13 and above must have 6 months of professional experience for each grade from MA-13 to MA-16 in a field directly related to the position to be filled, or the candidate must have at least 15 semester hours or 18 quarter hours of graduate education for each grade from MA-13 to MA-16 in a field directly related to the position to be filled. This experience or education must have equipped the candidate with the necessary knowledge and ability to perform fully the work at the position for which he/she is being considered.

Recruitment Announcement 04-01 continued.

Evaluation Criteria:

Eligible applicants will be evaluated against the following criteria to determine the best qualified.

- Knowledge of accepted accounting principles, practices and procedures.
- Knowledge of audit review policy, practices and procedures.
- Skill in the use of MS Excel and MS Word software.
- Ability to communicate in English language orally and in writing.
- Verbal skills in Spanish language.

Special Requirements:

- Must be a U. S. Citizen.
- Must be licensed driver with own transportation.
- Travel up to 50 percent of work-schedule primarily in Texas and New Mexico.
- For most out-of-town assignments, employees will travel early Monday morning and return on Friday evening.
- Travel is generally via own transportation, or air travel and rental car.
- Must work in a plant environment, which may be hot or cold, and observe procedures outside, or inside different buildings on a plant site. Approximately half of the work at a plant site is in an office environment.
- Required to carry a laptop computer.
- Must be able to climb ramps and stairs to reach platforms for observations and measurements.

Application Procedures:

Interested persons should contact John Roosa, Southwest Milk Marketing Area, by November 11, 2004, at 972/245-6060 and submit Form OF-612, Optional Application for Federal Employment, and/or a resume **and** transcript to: Market Administrator's Office, P. O. Box 110939, Carrollton, Texas 75011-0939.

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