

United States Postal Service

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Branch

Controller

Job Posting Period

02/28/2017 - 03/15/2017

Job Title

FINANCIAL SYSTEMS ANALYST

Facility Location

FINANCE BUSINESS SOLUTIONS FINANCIAL INTEGRATION
475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004

DOMICILE WILL BE CONSIDERED

SELECTING OFFICIAL: PATRICIA OWENS

Position Information

TITLE: FINANCIAL SYSTEMS ANALYST
GRADE: EAS - 19
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 0505-0167
NON-SCHEDULED DAYS: Saturday/Sunday
HOURS: 08:00 A.M. to 05:00 P.M.
SALARY RANGE: 53,995.00 - 87,595.00 USD Annually
FINANCE NUMBER: 104055

Persons Eligible to Apply

This position is posted Service-Wide. All non-bargaining (EAS) career Postal employees Service-Wide (including headquarters and headquarters field units) are eligible to apply for this position. In addition, all former Postmasters EAS-16 and below who voluntarily downgraded to a bargaining unit position between May 2012 and February 6, 2015 are eligible to apply.

Non-competitive requests from career non-bargaining employees at the same or higher grade level may be submitted directly to the selecting official for consideration outside this competitive process. Noncompetitive applicants are encouraged to include a copy of their eCareer profile along with their request.

Functional Purpose

Reviews financial programs and systems and makes recommendations for changes. Assists in the evaluation of plans for new programs and modifications to existing programs and systems.

DUTIES AND RESPONSIBILITIES

1. Reviews business needs statements, functional requirements, traceability matrices and related documentation for new and modifications to financial systems to determine potential impacts and identify applicable policies and procedures.
2. Reviews customer acceptance test scripts and results to ensure appropriate testing of critical system functionality.
3. Reviews system reports and defects, and recommends changes to align systems with functional requirements, Postal policies and applicable regulations.
4. Provides technical advice and guidance to internal customers, developers and other stakeholders regarding policies, guidelines and regulations related to financial system development and modification initiatives.
5. Tracks and reports progress on system modifications and defect remediation activities.
6. Coordinates with stakeholders to discuss system requirements and plan development activities.
7. Participates in meetings to discuss, plan and prioritize system modifications.
8. Documents participation in system development and modification processes.

SUPERVISION

Manager, to which assigned

Qualifications/Requirements

1. Ability to work without immediate supervision.
2. Knowledge of Postal financial systems and related policies and procedures sufficient to evaluate and make recommendations regarding system compliance with related policies and procedures.
3. Ability to communicate orally sufficient to express ideas and facts clearly and logically when answering questions, giving instructions or explaining policies and regulations.
4. Ability to analyze problems and generate solutions, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
5. Ability to coordinate work with others.

NOTES: Highly Desired - Knowledge and Experience with Mail Entry and Payment Technology systems.

How to Apply

Eligible employees apply on-line via the Internet at www.liteblue.usps.gov from any computer with internet access. You will need your Employee Identification Number (EIN) and Personal Identification Number (PIN). Click on the **'Go To eCareer'**. Click on **'Search and/or Apply for EAS Jobs'**. Complete the candidate profile, questionnaires, and summary of accomplishments addressing the requirements stated on the job posting. Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. If you need assistance you may call 1-877-477-3273, choose Option 5. The US Postal Service is an equal employment opportunity employer and provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.