

DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT
WE WILL NOT ACCEPT FAXED OR E-MAILED APPLICATIONS

VACANCY ANNOUNCEMENT

GA-09-076

OPENING DATE

11/18/2009

CLOSING DATE

12/02/2009

POSITION

Accounting Technician
GS-525-6

LOCATION AND DUTY STATION

Gallup Indian Medical Center
Tohatchi Health Center
Business Office Branch

GRADE/SALARY

GS-0525-06; \$34,300 ~ \$44,589 per annum

NUMBER OF VACANCIES

One (1 (PCN: 210609)

APPOINTMENT

◆ Permanent

WORK SCHEDULE

◆ Full Time

AREA OF CONSIDERATION

◆ I.H.S. Wide

PROMOTION POTENTIAL

◆ No

SUPERVISORY/MANAGERIAL

◆ No supervisory responsibility

HOUSING

◆ None, private housing only

TRAVEL/MOVING

◆ No expenses paid

DUTIES: This position is located in the Tohatchi Health Center, Business Office Branch. Incumbent performs accounts receivable support functions for the patient account system through posting of payments and adjustments to accounts receivable. Maintains accounts by reviewing documents to verify accounting data and entering data into the system. Examines accounts and resolve difficult reconciliations requiring analysis of adjustments and corrective entries. Performs work consisting of examination for accuracy of claims and request for payments. Maintains automated accounts receivable ledger associated with third party payer claims. Prepares pertinent documents for refunds to payers, this process involves direct communication with payers and Navajo Area Finance. Prepares monthly, quarterly and annual reconciliation and recapitulation of third party billing to assure that collection, billed data, and the computerized and manual reports are in balance. Reviews and examines various bill types, of patient care to third party payers and performs third party collection posting to the automated account receivable program. Is responsible for posting of contractual/adjustment related to and in conjunction with posting of payments in accordance with hospital policy and procedure. Monitors account balances, reviews posting to ensure accuracy and recommends appropriate corrective action. Audits documents received for completeness and accuracy, analyze and select guide to determine whether payments are full or partial. Verifies the accuracy of payment history for the period involved, determines the extent of underpayment or overpayment. Performs other related duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC REQUIREMENTS For the GS-6: Applicant must have 52 weeks of specialized experience equivalent to at least GS-05 grade level.

SPECIALIZED EXPERIENCE: Experience performing routine and moderately complex accounting tasks consistent with the level of complexity warranted by the grade level. This experience would have included posting of payments and adjustments to accounts receivable. Experience in examining accounts or resolve difficult reconciling analysis of adjustments and corrective entries in the patient account system. Work knowledge of accounting theories, concepts, principles and standards.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. **OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

IMMUNIZATION REQUIREMENT - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-6 must have completed 52 weeks of service at the GS-5 level by the closing date of this announcement.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), qualification requirements, licensure requirements, performance requirements, citizenship and suitability requirements, and any other eligibility requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions or IHS Excepted Service Qualification Standard, Series GS-525 for complete information. Substitution of education for experience will be made in accordance with these standards. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL COLLEGE TRANSCRIPTS.** For more complete information, contact your the Servicing Human Resources Office.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Failure to submit this narrative may adversely affect your ranking for this position. Describe your qualifications in each of the following:

1. Knowledge of automated Data Processing equipment.
2. Ability to organize work and set priorities.
3. Knowledge of general accounting rules, regulations, and procedures.
4. Ability to work independently.
5. Ability to meet and deal with a variety of individuals.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

HOW AND WHERE TO APPLY:

All applicants must submit the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguarite, P.O. Box 1337, Gallup, NM 87305, by close of business at 4:30 p.m. on the closing date: December 2, 2009. For more information contact: Susie Tom at (505) 722-1412. **Electronic or telefaxed Resumes or applications will not be accepted.**

- 1) OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment; or ****Resume or any other written application format**. See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.**

- 2) A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA 4432 Form Verification of Indian Preference for Employment, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the documentation with their application. Indian preference will not be given unless the Form BIA-4432 is attached to the application.
- 3) DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. *Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;*
- 4) Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee;
- 5) Latest Performance Appraisal, if a current federal employee;
- 6) An Official College Transcript, to show proof of undergraduate or graduate education.
- 7) Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

****INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #6 (High School), #7 (College and Universities) and #8 (Work Experience) would be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Highest Federal civilian grades held (give series and dates held);
6. **High School** - Name, City, State (zip code, if known), and date of Diploma or GED;
7. **College and Universities** - Name, City, State (zip code, if known), Major(s), Type and Year of Degree received (if no Degree, show Total Semester or Quarter Hours earned);
8. **Work Experience** (paid and non-paid) - Job Title, Employer's Name and Address, Supervisor's Name and Telephone Number; Description of Duties and Accomplishments, Starting and Ending Dates (Month/Year); Average hours worked per week; and Salary;
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

NOTE: **THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION.** Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

ADDITIONAL SELECTIONS: Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic

location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based solely on merit with no discrimination for non-merit reasons such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or Membership or Non-Membership in an employee organization. Promotions or appointment will not be based on personal relationship or other types of personal favoritism or patronage.

ISI Susie Tom November 17, 2009

HUMAN RESOURCES CLEARANCE DATE

THIS ANNOUNCEMENT NUMBER - GA-09-076, MUST INDIVIDUALLY IDENTIFY EACH APPLICATION AND DOCUMENT FORM. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED. **ORIGINAL SIGNATURES ARE REQUIRED ON APPLICATION FORMS AND SUPPLEMENTAL STATEMENTS.**

SUPPLEMENTAL QUESTIONNAIRE
Accounting Technician; GS-525-6

1. **KNOWLEDGE OF AUTOMATED DATA PROCESSING EQUIPMENT.** The person in this position should have knowledge of different types of computer software in order to utilize the computer to compile budget reports. Ability to work with computerized accounting system and prepares reports on electronic spreadsheets. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO ORGANIZE WORK AND SET PRIORITIES.** This include the ability to effectively anticipate workload demands, to establish the manner in which available resources will be utilized, and to schedule performance to best ensure that all requirements are met in a timely manner; the ability to complete assignments under the pressures of changing conditions and short deadlines. What in your background do you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **KNOWLEDGE OF GENERAL ACCOUNTING RULES, REGULATIONS, POLICIES, AND PROCEDURES.** This includes knowledge of regulations, policies, and procedures that pertain to account receivable for payments and adjustments, contractual/adjustments in posting payments; post and balances, etc for patient account system. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

- 4. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to accomplish given tasks with minimal supervision in accordance with established policies and practices of the office. The person must function effectively despite frequent interruptions, unpredictable workflow, heavy volume and short deadlines. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

- 5. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** The person of this position should have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patience, and mature judgment with a variety of individuals within and outside the office, both in person and by telephone. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C-E-R-T-I-F-I-C-A-T-I-O-N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant (Sign in Ink)

Date