



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE, DAIRY PROGRAM
MILK MARKET ADMINISTRATOR
APPALACHIAN MILK MARKETING AREA

VACANCY ANNOUNCEMENT

Position: Auditor

Announcement Number: 19-01

Starting Salary: \$36,340 minimum

Opening Date: February 11, 2019

Closing Date: March 1, 2019
Or until filled

Location of Position: Louisville, KY

Area of Consideration: Local Commuting Area (No relocation expenses paid)

Primary Duties of the Position

Conduct on-site audits of milk processing plants, manufacturing plants, and cooperative associations to verify compliance with Federal milk order provisions. Specific responsibilities include:

- Examining production and financial records.
- Reviewing documents and records to confirm accuracy of reported information.
- Investigating and documenting unusual findings and instances of non-compliance with Federal Order procedures.
- Preparing written reports documenting audit findings and recommendations.
- Utilizing spreadsheet and word processing software to prepare audit schedules, adjustments and reports.
- Representing the Market Administrator's office in contacts with the dairy industry.

Qualification Requirements

Applicant must have one of the following educational prerequisites:

- A bachelor's degree in accounting, finance, mathematics, or agricultural economics with at least nine semester hours in accounting; or a bachelor's degree in any other field with at least fifteen semester hours in accounting. Semester hours in investigative or research courses may be substituted for 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, would equal a four-year course of study.

A candidate's record of experience and education must have equipped the candidate with the necessary knowledge, skills and ability to fully perform the duties of the position.

Evaluation Criteria

Candidates who meet the qualifications and requirements described in this vacancy announcement will be evaluated on the following criteria as supported by information contained in your resume and/or separate statement:

- Knowledge of accepted accounting principles and financial reporting systems.
- Ability to analyze data, produce factual conclusions and determine compliance to written procedures.
- Ability to communicate effectively and in a professional manner, both orally and in writing.
- Ability to follow instructions, perform tasks with attention to detail and accuracy, and maintain a high level of security and confidentiality.
- Proficiency in word processing, spreadsheet, and/or database software.

Special Requirements

- Must be a U.S. citizen.
- Males born after December 31, 1959, must be registered with the Selective Service System or have an exemption.
- Must have a valid driver's license with own transportation.
- Must complete a Declaration for Federal Employment to determine your suitability for Federal employment and to authorize a background investigation. You will be required to sign and certify the accuracy of all the information in your application.
- Local and out-of-town travel is required. Most out-of-town assignments will be Monday to Friday and occur approximately one week per month. Travel is generally via own transportation, air travel, and rental car. Mileage, lodging and per diem is paid when assignments are outside of the assigned duty station.
- Medical examination is required upon selection.

Federal Benefits

Benefits include: Federal retirement plan, Thrift Savings Plan (401(k) with matching contributions), vacation and sick leave, health insurance, life insurance, dental and vision insurance, health and dependent care flexible spending accounts, and long term care insurance. This position is eligible for situational telework.

Application Procedures

Applications must be received by the closing date of the announcement and must include a detailed and comprehensive resume which fully identifies your qualifications and illustrates how your skills might be used to address the duties of the position. A copy of your college transcript is required when applying for the position (unofficial copies are sufficient). Failure to submit all required documents may result in elimination from consideration.

Applicants should submit all the requested information by mail, fax, or e-mail to:

Milk Market Administrator

Attn: Jason Nierman

PO Box 91528

Louisville, KY 40291-0528

Phone (502) 499-0040 Ext. 222

FAX (502) 499-8407

E-mail nierman@malouisville.com

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive veterans' preference, you are required to provide a copy of your DD-214, Certificate of Release or Discharge from Active Duty. Veterans with service-connected disability and others claiming 10-point preference will need to submit form SF-15, Application for 10-point Veterans' Preference. (Standard forms may be downloaded at OPM's website www.opm.gov/forms/.)

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