



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
MARKET ADMINISTRATOR

VACANCY ANNOUNCEMENT

Position: Auditor

Announcement Number: 17-02

Salary: \$35,743 minimum

Location of Position: Louisville, KY

Area of Consideration: Local Commuting Area

Relocation Expenses: No relocation expenses will be considered

Position is Eligible for Situational Telework

Opening Date: October 19, 2017

Closing Date: November 10, 2017
or until filled

DUTIES

1. Perform on-site audits of handlers' product and financial records.
2. Review documents and records to confirm accuracy of reported information.
3. Perform an analysis of information to determine compliance to Federal Order procedures.
4. Prepare a report on the final analysis of the audit findings, interpret findings, and inform supervisor and plant personnel.
5. Use spreadsheet and word processing software to prepare audit schedules, adjustments and reports.

QUALIFICATIONS

Candidates must have 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 fifteen 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, would equal a 4-year course of study. 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 also be evaluated on the following criteria. You are encouraged to provide sufficient detail in your application to demonstrate your specific experience, training and/or education in each of the criteria listed below.

1. Knowledge of financial reporting systems and accounting procedures.
2. Ability to analyze data, produce factual conclusions and determine compliance to written procedures.
3. Ability to communicate in an effective and professional manner, in both written and oral presentation.
4. Ability to follow instructions, perform tasks with attention to detail and accuracy, and maintain a high level of security and confidentiality.
5. Proficiency in the use of MS Word and MS Excel software.

SPECIAL CONDITIONS AND REQUIREMENTS

The selected applicant must have a valid driver's license, provide their own transportation and be able to travel overnight Monday – Friday, approximately one week per month. Per Diem and mileage is paid for official travel.

If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System or have an exemption.

You must be a U.S. Citizen and you must live within the local commuting area.

You will be required to 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. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work.

You will be required to successfully complete a physical examination to meet the physical requirements of this position.

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 must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty.

FEDERAL BENEFITS

Federal benefits include: Retirement Plan, Thrift Savings Plan (401K with matching contributions), Situational Telework, vacation and sick leave, Health Insurance, Life Insurance and other optional programs such as: Dental and Vision Insurance, Flexible Spending Accounts (health and dependent care), Long Term Care Insurance.

HOW TO APPLY

Your application must be received by the closing date of the announcement and contain a Resume' and any other written format you choose to describe your job-related qualifications. A copy of your college transcript is required. (unofficial copies are sufficient)

APPLICANTS SHOULD SUBMIT ALL OF THE REQUESTED INFORMATION BY MAIL, FAX, OR E-MAIL BY THE CLOSING DATE TO:

Milk Market Administrator
Attn: Jackie Anderson
PO Box 91528
Louisville, KY 40291-0528
Phone (502) 499-0040 Ext. 217
FAX (502) 499-8407
E-mail anderson@malouisville.com

The U.S. Department of Agriculture prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance programs (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to: USDS Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue SW Stop 9410 Washington, DC 20250-9410 or call toll-free (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642(English Federal-relay or (800) 845 6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.