



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
DAIRY PROGRAMS
MARKET ADMINISTRATOR
FEDERAL MILK ORDER NO. 1
NORTHEAST MARKETING AREA

JOB OPPORTUNITY
Recruitment Number: 19-03

WHAT IS THE JOB? Auditor, 5101

WHAT IS THE STARTING SALARY? GRADE MA 12 (minimum \$49,431*) – MA 13
*Pay Locality - Philadelphia-Reading-Camden, PA-NJ-DE-MD

PROMOTIONAL POTENTIAL? GRADE MA 15

WHERE IS THE JOB LOCATED (Duty Station)? Must reside in the Wilmington, Delaware Commuting Area

AREA OF CONSIDERATION? New York, New Jersey, Massachusetts, Rhode Island, Connecticut, Vermont, New Hampshire, Maine, Pennsylvania, Delaware, Virginia, Washington, D.C., Maryland and Market Administrator employees. Relocation expenses will not be paid.

WHAT ARE THE MAJOR DUTIES? Perform audits of milk processing plants, manufacturing plants, and dairy farmers' cooperative associations. Specific responsibilities include:

- Examine financial, cost and operational records to verify compliance with the Federal order.
- Review the controls and policies that affect the summarization and reporting of data.
- Investigate and document findings and instances of non-compliance with the Federal order.
- Convey results through formal audit reports.

WHAT ARE THE BENEFITS? Outstanding benefits package includes: Federal retirement plan; 401(k)-style retirement savings and investment plan; paid vacation, holidays and sick leave; leave transfer program; tuition assistance; health, life and group rate long term care insurance; group rate dental and vision insurance. This position is eligible for telework and other flexible work arrangements.

WHAT QUALIFICATIONS DO I NEED?

- A bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least 9 semester hours in accounting.
- A bachelor's degree in any other field with at least 15 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 appropriate semester or quarter hours described above, and experience that, when combined with the education, would 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.
- The basic requirements described above are fully qualifying for grade MA-12.
- Applicant must have had 6 months of professional experience for each grade level from the MA-13 through MA-15 in a field directly related to auditing, or at least 15 semester hours or 18 quarter hours of graduate education for each grade level from MA-13 through MA-15 in a field directly related to auditing. The experience or education must have equipped the applicant with the necessary knowledge and ability to perform fully the work of auditor.

SPECIAL CONDITIONS AND REQUIREMENTS?

- Must be a U. S. Citizen
- Subject to satisfactory completion of one-year probationary period
- Males born after December 31, 1959, must be registered with the Selective Service
- As a condition of employment, appropriate security clearance is required for this position
- Applicants must be able to provide their own transportation and be able to travel overnight no more than 30% of the time. Per diem and mileage are paid for official travel

HOW DO I APPLY? For additional information– go to www.fmmone.com – Careers. You may apply for this position by submitting a resume or any other written format you choose to describe your job-related qualifications. A photocopy of your college transcript(s) is suggested. Include the Recruitment Number on all application material. To receive veteran’s preference, you must attach a copy of your DD-214 or other proof of eligibility. Deadline: This posting will be open until April 18, 2019.

WHERE DO I SUBMIT MY APPLICATION? USDA – AMS – Dairy Programs – Market Administrator – Northeast Marketing Area, Attention: Lynn Romania, 302A Washington Avenue Extension, Albany, New York 12203. Fax #: (518) 464-6467. Voice #: (518) 452-4410. E-mail: Lromania@fedmilk1.com

To apply for this position, you must provide a complete Application Package, including your resume and any other documents specified in the *HOW DO I APPLY?* section of this job announcement.

APPLICATIONS MUST BE POSTMARKED BY: April 18, 2019

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