



**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
DAIRY PROGRAM
MARKET ADMINISTRATOR
FEDERAL MILK ORDER NO. 33
MIDEAST MARKETING AREA**

Vacancy Announcement
Recruitment Number: 24-02

WHAT IS THE JOB? Auditor, 5101

WHAT IS THE STARTING SALARY? GRADE MA 10 - 16
(Brunswick minimum \$ 44,981), (Wixom minimum \$47,492)

PROMOTIONAL POTENTIAL? GRADE MA 16
(Brunswick maximum \$ 106,797), (Wixom maximum \$112,757).

Selectee's pay will be set between the MA 10 – 16 pay bands based on years of education and/or experience.

WHERE IS THE JOB LOCATED (Duty Station)? Brunswick, Ohio/ Wixom, Michigan

AREA OF CONSIDERATION? All Candidates. Relocation expenses will not be paid.

OPENING PERIOD 2/5/24 – 2/16/24

WHAT ARE THE MAJOR DUTIES? Systematic examination and appraisal of production, sales, inventory, and financial records of dairy plant operations to determine the accuracy of reported data. Determine audit adjustments, changes to plant records, and recommend procedures to minimize report errors and audit adjustments. Preparing work papers and related documentation that support audit findings and conclusions. Represent the Market Administrator office in contact with the dairy industry and co-workers in a manner which consistently demonstrates fairness, cooperation, and respect in the performance of all official business.

WHAT ARE THE BENEFITS? Available Federal retirement Thrift Savings Plan; 401(k)-style retirement savings and paid vacation, holidays, and sick leave; health, life, flexible spending, and group rate long term care insurance; group rate dental and vision insurance, telework as determined by agency policy and other flexible work schedules.

WHAT QUALIFICATIONS DO I NEED?

To qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience. If qualifying based on education. **A copy of your unofficial transcripts must be provided with your application.**

Basic Requirement: Bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least 9 semester hours in accounting.

OR

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. Example of these investigative/research courses include analysis, fraud, or forensic courses dealing with business, or finance, etc..

OR

If you do not have a college degree, you must have the appropriate semester or quarter hours described above, and audit or accounting experience that, when combined with education, would equal a 4-year course of study.

Professional Experience Qualification Requirements: Applicants that meet the basic requirement of the position and also meet the professional experience requirement for the appropriate pay band.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Must be a U.S. citizen.
- One-year probationary period is required.
- Must have a valid driver's license and own transportation.
- Travel up to 75% overnight may be required.
- Males born after December 31, 1959, must be registered with the Selective Service.
- Must be able to carry a laptop computer, work papers and accessories.
- Background investigation and fingerprinting is required upon employment.
- Must pass a physical.

HOW DO I APPLY? Apply for this position by submitting a copy of your college transcript(s), a resume, or any other written format you choose to describe your job-related qualifications. An official college transcript will be required for qualified applicants. **To be considered for veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility.**

WHERE DO I SUBMIT MY APPLICATION? USDA/AMS/Dairy Program/Market Administrator, Attention: Michele Crowe, P.O. Box 5102, Brunswick, OH 44212, Fax #: (330) 220.6783, E-mail: mcrowe@fmmacleev.com

Deadline: Applications and supporting documents must be electronically by 11:59 pm, Eastern Standard on 2/16/2024.

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