



## United States Department of Agriculture

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AGRICULTURAL MARKETING SERVICE  
DAIRY PROGRAMS

**MIDEAST MARKETING AREA**  
Federal Order No. 33

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### RECRUITMENT ANNOUNCEMENT

**Position Title, Series and Grade:**

Auditor, OCC 5101, MA 11 - 14

**Vacancy Number:**

18-03

**Starting Salary Range:**

\$45,002 Minimum

(Includes Locality Adjustment)

(Salary Adjusted to Qualifications & Experience)

**Opening Date:**

February 1, 2018

**Closing Date:**

March 3, 2018

**Type of Appointment:** Excepted

**Duty Station:**

Wixom, MI

**Area of Consideration:**

All Candidates

Relocation expenses will not be paid

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### 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 financial, cost, and operational records.
- Investigating and documenting unusual findings and instances of non-compliance with the Federal Order.
- Preparing written reports documenting audit findings and recommendations.
- Utilizing a laptop computer to input necessary data and preparing a final analysis of audit findings.
- Representing the Market Administrator's office in contacts with the dairy industry.

### QUALIFICATION REQUIREMENTS:

Applicant must have a bachelor's degree from an accredited college or university 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 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 four-year course of study.

The required amount of experience and education will not in itself be accepted as proof of qualification for the position. The candidate's record of experience must demonstrate that the candidate possesses the ability to perform the duties of the position at the grade level to which appointed.

**A copy of your college transcript is required.**

## EVALUATION CRITERIA:

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

- Knowledge of financial reporting systems and accounting procedures.
- Ability to analyze data to determine compliance with written policies and procedures.
- Ability to communicate professionally, both in written and oral presentation.
- Proficiency in MS Excel, MS Access, and MS Word software.
- Knowledge of terms and provisions of Federal Milk Orders.

## SPECIAL CONDITIONS AND REQUIREMENTS:

- Must be a U. S. Citizen.
- Medical examination required.
- Subject to satisfactory completion of one-year probationary period.
- Must be licensed driver with own transportation.
- Local and out-of-town travel required.
- Must be able to carry a laptop computer, accessories, and work papers.
- Work includes observation of procedures and products in a plant environment.
- 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.

## APPLICATION PROCEDURES:

Applications must be received by 5:00 PM, March 3, 2018. Applicants must submit a detailed resume which includes personal contact information, a listing of accounting and finance courses with grades, education history, work history, and military history. Official college transcripts will be requested from the most qualified applicants. Please submit requested information by fax, mail, or e-mail to the attention of **Michele Crowe, Market Administrator's Office, P. O. Box 5102, Brunswick, Ohio 44212, Fax No. (330-220-6783), e-mail [mcrowe@fmmaclev.com](mailto:mcrowe@fmmaclev.com)**. To claim veterans' preference, veterans need to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. 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/html/of.asp](http://www.opm.gov/forms/html/of.asp).)

## FEDERAL BENEFITS:

Our Federal benefits include: retirement plan, social security, 401(k) with matching contributions, holidays, vacation and sick leave, health and life insurance, and optional programs such as: dental and vision, flexible savings accounts (health and dependent care), and long term care insurance. Telework eligible.

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