



United States Department of Agriculture

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AGRICULTURAL MARKETING SERVICE
DAIRY PROGRAM

MIDEAST MARKETING AREA
Federal Order No. 33

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JOB ANNOUNCEMENT # 26-03

Position Title, Series, & Grade: Auditor, MA-5101, MA 10-12 (This is not equivalent to GS pay schedule)

Salary Range: \$46,286 - \$80,300 Base (includes locality pay for both locations). Salary commensurate with qualifications.

Promotion Potential: MA-16

Opening Date: March 13, 2026 **Closing Date:** March 27, 2026

Duty Location: Brunswick, OH (1 vacancy); Wixom, Michigan (1 vacancy)

Area of Consideration: The local commuting area of the duty locations listed (No Relocation Expenses Paid)

The Federal Milk Market Administrator is an excepted service agency under the Schedule A, 213.3113 (f)(4) hiring process. The objective of a Federal Milk Market Administrator's office is to administer the terms and provisions of regulations referred to as a federal milk order. Federal milk orders establish minimum prices that regulated dairy plants and milk handlers must pay Grade A dairy farmers for milk, based on how the milk is used. The milk order requires that these payments be pooled so that dairy farmers under an order are paid an average price for their milk, regardless of how it is used.

Primary Duties of the Position:

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

- 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 contacts with the dairy industry and co-workers in a manner which consistently demonstrates fairness, cooperation, and respect in the performance of all official business.

Minimum Qualification Requirements:

Applicants must have received a bachelor's degree in accounting or in one of the following areas and have at least nine semester hours in accounting: finance, mathematics, dairy or food science, or agricultural economics.

OR

Have a bachelor's degree in any other field with at least 15 semester hours in accounting. Semester hours in investigative (i.e. analysis, fraud, or forensic courses dealing with business, or finance, etc.) or research courses may be substituted for accounting.

OR

If you do not have a degree, you must have the 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. **A copy of your college transcript is required when applying for the position (unofficial copies are sufficient).**

Additional consideration will be given to applicants who can demonstrate the following qualifications. Evidence of these qualifications must be reflected in the applicant's resume, explained in an optional cover letter, or documented in academic transcripts.

- Professional agricultural experience gained through work with industry, government agencies, or relevant organizations.
- Practical agricultural experience obtained through on-farm work or farm management.
- Working knowledge of dairy industry practices, including dairy cattle breeds, milk production, nutritional impacts on milk components, and agricultural production cycles.
- Completion of coursework or professional experience in cost accounting principles and procedures.
- Proficiency in advanced Microsoft Excel features, including pivot tables and large data analysis.
- Working knowledge of dairy supply chain operations, including the roles and interactions of producers, cooperatives, processors, and handlers.

Evaluation Criteria:

All applicants who meet the minimum qualifications, to include any specialized experience, will be referred to the selecting official. Before a certificate is issued to the selecting official, your application is reviewed to ensure that you meet all the qualification requirements. A rating will not be used. Applicants eligible for veteran's preference will receive selection priority over non-veterans.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may be found ineligible. Please follow all instructions carefully. Errors or omissions may affect your qualification. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from the Federal service.

Special Requirements:

- Must be a United States citizen.
- Males born after December 31, 1959, must be registered with the Selective Service.
- Required to pass a background investigation and fingerprint check.
- Subject to satisfactory completion of a one-year probationary period.
- Must be able to walk in manufacturing plant environments with wet floor and moving equipment.
- Driver's license is required.
- Must have an insured personal operating vehicle for driving purposes.
- You may be expected to travel 50% of the time for this position at the employer's expense.
- All USDA employees are required to be enrolled in Continuous Vetting, which authorizes government agencies to receive notifications of criminal activity on individuals who hold low risk, public trust, or national security positions.

Application Procedures:

Please reference the Job Number and Location to which you are applying in your application documents. Complete applications must be received by 11:59 pm on March 27, 2026.

Applicants must submit copies of their unofficial college transcripts and detailed resume, which includes personal contact information, education history, work history, and military history. Please submit requested information via email on or before the deadline to jwest@fmmacleev.com. **Failure to submit all required documents will result in elimination from consideration. All application material must be emailed by the closing date.**

To claim veterans' preference, veterans are required to provide a copy of their DD-214, Certificate of Release or Discharge from active Duty. Veterans with service-connected disability and others claiming 10-point preference are required to submit form SF-15, Application for 10-point Veterans' Preference. (Standard forms may be downloaded at OPM's website <http://www.opm.gov/forms/standard-forms/>.) **These documents are required & must be submitted when applying for the position in order to receive veterans' preference consideration in the hiring process.**

Merit Hiring Plan Essay Questions

The following four narrative questions provide an opportunity for you to highlight your dedication to public service for the hiring manager and agency leadership (or designee(s)). While your responses are not required and will not be scored, we encourage you to thoughtfully address each question. Please provide a response of 200 words or less to each question with your resume.

1. How has your commitment to the Constitution and the founding principles of the United States inspired you to pursue this role within the Federal government? Provide a concrete example from professional, academic, or personal experience.
2. In this role, how would you use your skills and experience to improve government efficiency and effectiveness? Provide specific examples where you improved processes, reduced costs, or improved outcomes.
3. How would you help advance the President's Executive Orders and policy priorities in this role? Identify one or two relevant Executive Orders or policy initiatives that are significant to you, and explain how you would help implement them if hired.

4. How has a strong work ethic contributed to your professional, academic or personal achievements? Provide one or two specific examples, and explain how those qualities would enable you to serve effectively in this position.

Additional Information:

Additional selections may be made from this announcement.

Eligibility for benefits depends on the type of appointment and work schedule. They include retirement plan, health and life insurance, Thrift Savings Plan (Government 401(k)) with matching contributions, paid holidays, vacation & sick leave. Optional programs include dental and vision insurance, flexible spending accounts (health and dependent care), and mass transit/van pool reimbursement.

Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

<https://help.usajobs.gov/faq/application/eligibility/criminal-history>

[Equal Employment Opportunity \(EEO\) Policy](#)

<https://help.usajobs.gov/equal-employment-opportunity>

[Financial suitability](#)

<https://help.usajobs.gov/working-in-government/fair-and-transparent/financial-suitability>

[New employee probationary period](#)

<https://help.usajobs.gov/working-in-government/fair-and-transparent/probationary-period>

[Privacy Act](#)

<https://help.usajobs.gov/working-in-government/fair-and-transparent/privacy-act>

[Reasonable accommodation policy](#)

<https://help.usajobs.gov/reasonable-accommodation>

[Selective Service](#)

<https://help.usajobs.gov/working-in-government/fair-and-transparent/selective-service>

[Signature and false statements](#)

<https://help.usajobs.gov/working-in-government/fair-and-transparent/signature-false-statements>

[Social security number request](#)

<https://help.usajobs.gov/working-in-government/fair-and-transparent/social-security-number>

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