Finance and Accounting

A Career in Finance and Accounting

VA Finance and Accounting professionals ensure the Department's budget is effectively and efficiently managed, and that financial programs are sound, transparent and accurately documented, analyzed and reported. These talented employees track expenses and income, develop budgets, process payroll, make payments, manage debt and oversee financial programs.

Their work enables the president, Congress, Veterans Service Organizations and the public to measure VA's financial performance on behalf of Veterans. These professionals are critical to the success of VA in achieving its mission of becoming a 21st century organization ready to meet the needs of Veterans. VA relies on its Finance and Accounting professionals to manage its fiscal budgets so the organization operates effectively with the resources it is allocated by the federal government. Prudent management of VA financial affairs ensures that adequate resources are available to deliver superior services to Veterans and their families.

MyCareer@VA

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.

Financial Administration and Program

The Financial Administration and Program series provides work of a fiscal, financial management, accounting or budgetary nature where the primary responsibility is administrative control, management, acquisition, expenditure, or use of appropriated or non-appropriated funds. Positions include:

- Financial Management Specialist
- Systems and Procedures Analyst

Financial Clerical and Assistance Program

The Financial Clerical and Assistance Program series provides clerical or technician work in support of accounting, auditing, budgeting or financial management functions, including compiling figures, maintaining records and compiling reports. Their duties require a practical knowledge of regulations and precedent cases. Positions include:

- Financial Clerk/Financial Technician

Financial Management

The Financial Management series manages or directs the financial resources of an organization. Responsibilities include developing, coordinating and maintaining an integrated system of financial staff services including accounting, budgeting and management-financial reporting, among others. Positions Include:

- Chief Financial Officer/Financial Manager

Auditing

The Auditing series provides advice on, supervises or performs work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls and policies. Positions include:

- Auditor

Accounting

The Accounting series provides advice on, administers, supervises and performs professional accounting work relating to the financial activities of governmental, quasi-governmental or private-sector organizations. The work includes the design, development, operation or inspection of accounting systems and adhering to accounting standards, policies and requirements. Positions include:

- Accountant

Accounting Technician

The Accounting Technician series positions include clerical account maintenance and accounting technician positions requiring a basic understanding of accounting systems, policies and procedures in performing or supervising the examination, verification and maintenance of accounts and accounting data. Positions include:

- Accounting Technician

Cash Processing

The Cash Processing series work involves the development or application of methods, procedures, records and forms that are used to ensure the propriety of cash items such as currency, checks, notes, money orders, coupons, food stamps and documents supporting cash transactions. Positions include:

- Cash Processing

Civilian Pay

The Civilian Pay series performs clerical and technician work that results in the biweekly or monthly determination of pay for civilian employees. Employees examine personnel actions, pay changes and employee requests. They make appropriate changes to master records, which serve as a basis for pay and leave computation and affect the disbursement of pay. Positions include:

- Civilian Pay Clerk/Civilian Pay Technician

Budget Analysis

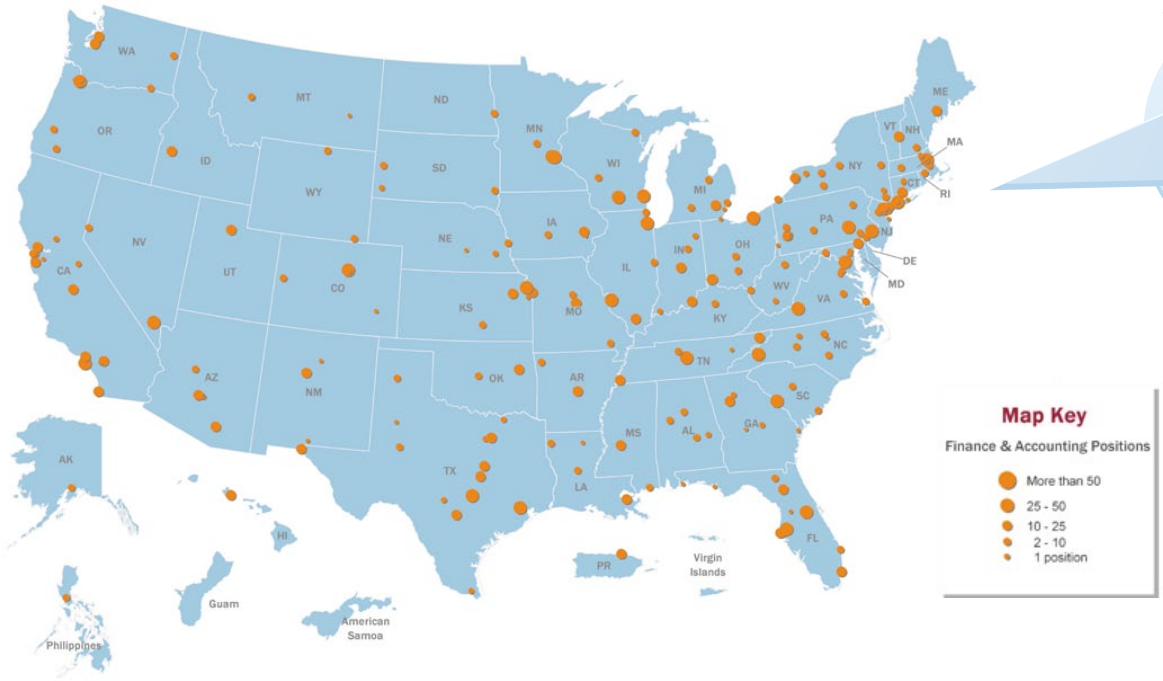
The Budget Analysis series performs functions such as the formulation of budget and cost estimates to support plans, programs and activities; presentation and defense of budget estimates before fund-reviewing and fund-granting authorities; and review and evaluation of budget requests. Positions include:

- Budget Analyst

Budget Clerical and Technical

The Budget Clerical and Technician series provides administrative and budget support for financial transactions. The work requires an understanding of financial rules, regulations and procedures. Employees in this series are an important part of the VA team that manages the department finances used to pay for the high-quality services delivered to Veterans and their families. They are responsible for recording, reporting and processing financial activities, such as the credit, receipt or outlay of funds. Positions include:

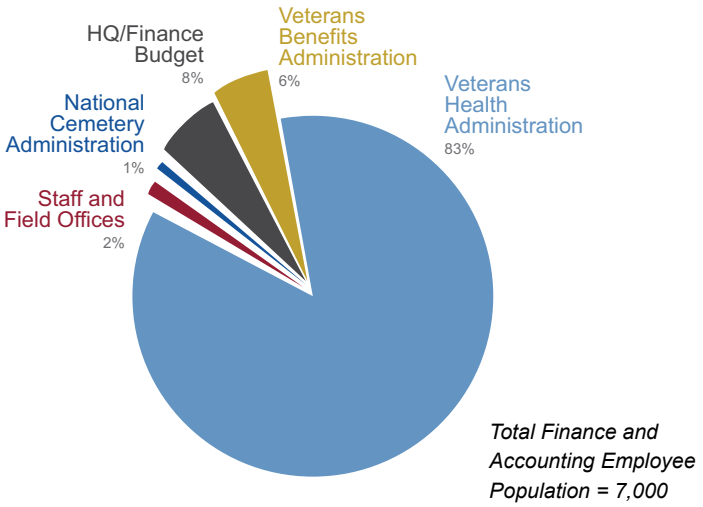
- Budget Technician



Finance and Accounting Job Locations

VA's Finance and Accounting positions are dispersed across 228 cities within the United States. The top five Finance and Accounting occupational family geographic locations are Austin, Texas, Murfreesboro, Tenn., Washington, D.C., Leavenworth, Kan. and Asheville, N.C.

VA Finance and Accounting Job Distribution by Administration



VA's Finance and Accounting positions are distributed among three Administrations, HQ/Finance Budget and Staff and Field Offices to meet the broad range of needs facing the Department.

MyCareer@VA Tools and Resources

- **Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- **My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- **My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- **VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.