

Are You Qualified for an IRS Career in the Office of the Chief Financial Officer?

Basic Requirements for GS-7 Budget Analyst Position

Option 1: Superior Academic Achievement: A Bachelor's degree in any field with either a 3.0 ("B") GPA overall or 3.5 ("B+") on a 4.0 scale from an accredited college or university. You can also qualify under this requirement if you ranked in the upper third of your graduating class, or if you possess membership in a national scholastic college honorary society above the freshman level that meets the requirements of the Association of College Honor Societies; **OR,**

Option 2: Have one full year of graduate level study, or possess a master's or higher degree, e.g., Ph.D., etc., in any field of study. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent one year of full-time study. If that information cannot be obtained from the school, 18 semester hours will satisfy the one year requirement; **OR,**

Option 3: Have at least one year of specialized experience, equivalent to the GS-5 level in the Federal service working with a budget to include tracking a unit budget with multiple cost categories; reviewing and auditing accounting data; entering fiscal/budget data into an automated database; **OR,**

Option 4: Have less than the full amount of graduate education described in "B" and less than the amount of experience as described in "C," but have a combination of the type of graduate education described in "B" and the kind of experience described in "C."

Basic Requirements for GS-9 Budget Analyst Position

Option 1: Master's or equivalent degree or two academic years of graduate education in any field; **OR,**

Option 2: Have at least one year of specialized experience, equivalent to the GS-7 level in the Federal service working with a budget to include tracking a unit budget with multiple cost categories; reviewing and auditing accounting data; entering fiscal/budget data into an automated database; **OR,**

Option 3: At least one year of combined graduate education and experience as defined in Options 1 and 2 above. Only graduate education in excess of the amount required for the GS-7 level may be combined with experience to qualify for GS-9.

Basic Requirements for GS-7 Accountant Position

Option 1: Superior Academic Achievement: A Bachelor's degree in accounting with either a 3.0 ("B") GPA overall or 3.5 ("B+") on a 4.0 scale from an accredited college or university that included at least 30 semester hours in accounting. These 30 hours may include up to 6 semester hours in any combination of courses in business law, economics, statistical/quantitative methods, computerized accounting or financial systems, financial management, or finance. You can also qualify under this requirement if you ranked in the upper third of your graduating class, or if you possess membership in a national scholastic college honorary society above the freshman level that meets the requirements of the Association of College Honor Societies; **OR,**

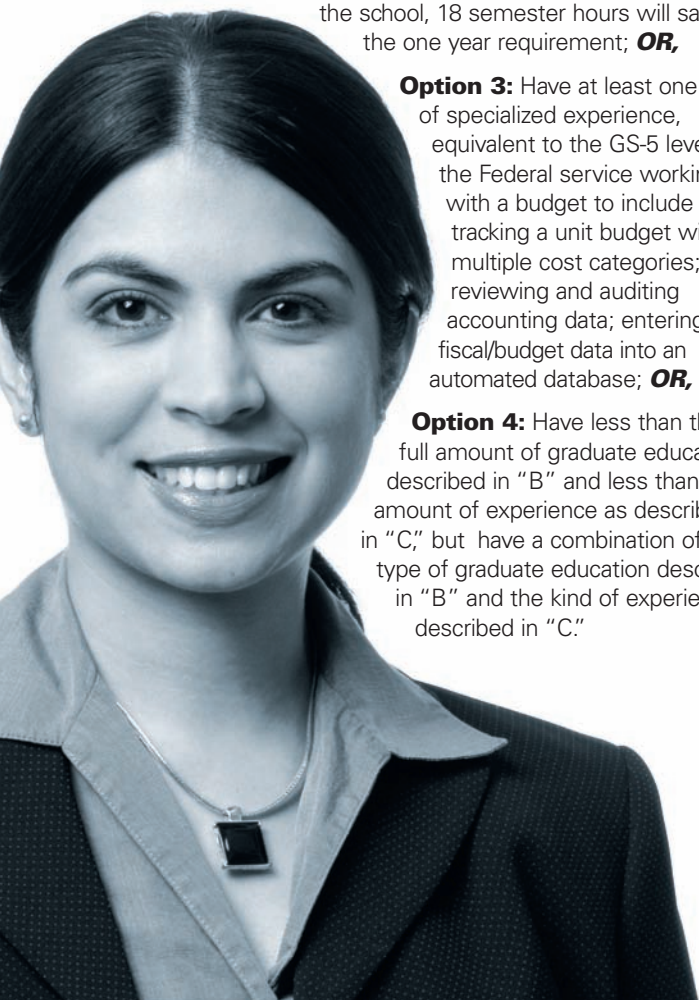
Option 2: Have a Certificate as a Certified Public Accountant (CPA) obtained through written examination in a state, territory or the District of Columbia; **OR,**

Option 3: At least one year of graduate education in accounting, business, finance, law, economics, management, statistical/quantitative methods, or computer science; **OR,**

Option 4: At least one year of experience equivalent to the GS-5 level that required knowledge of and skill in applying principles, concepts and methodology of professional accounting and related fields; and skill in communicating and dealing with others; **OR,**

Option 5: At least one year of combined graduation education and experience as defined in Options 2 and 3 above.

(Over)



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Basic Requirements for GS-9 Accountant Position

Option 1: Master's or equivalent degree or two academic years of graduate education in accounting or the fields of business, finance, law, economics, management, statistical/quantitative methods or computer science; **OR,**

Option 2: At least one year of experience equivalent to the GS-7 level that required knowledge of and skill in applying the principles, concepts, and methodology of professional accounting and related fields, skill in communicating and dealing effectively with others; **OR,**

Option 3: At least one year of combined graduate education and experience as defined in Options 1 and 2 above. Only graduate education in excess of the amount required for the GS-7 level may be combined with experience to qualify for GS-9.

Basic Requirements for GS-9/11/12 Financial Analyst Position

Option 1: Education

For GS-09: Master's or equivalent graduate degree in finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position or 2 full years of progressively higher level graduate education leading to such a degree or L.L.B or J.D., if related.

For GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or L.L.M., if related.

For GS-12: None; **OR,**

Option 2: Experience

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

Experience such as performing financial analysis and evaluation work requiring a comprehensive knowledge of (1) corporate finance and any specialized fields of finance required and (2) the financial and management structure, operations, and practices of corporate and other organizations.

Applicants must have completed 52 weeks in a position no lower than the GS-07 grade level to qualify for the GS-09; GS-09 grade level to qualify for the GS-11; and GS-11 grade level to qualify for the GS-12.

Requirements for Student Career Experience Program

a. Basic Requirements

The student must be in attendance at a fully accredited University and enrolled in a curriculum leading to a Bachelor's, Master's, or Doctoral degree. Participants in the program must be at least 16-years old (except when in conflict with local, state, or federal laws).

b. Appointment Requirements

(1) GRADE LEVEL OF EDUCATION

GS-4 Completion of 2 academic years (60 semester hours or the equivalent) of post-high school study or associate's degree.

GS-5 Completion of 4 academic years of post-high school education.

GS-7 Completion of a Bachelor's degree with Superior Academic Achievement for two-grade interval positions.

or

1 academic year of graduate education (or law school, as specified in qualification standards or individual occupational requirements).

GS-9 Completion of a Master's degree (or equivalent graduate degree such as L.L.B. or J.D. as specified in qualification standards or individual occupational requirements).

or

2 academic years of progressively higher level graduate education.

GS-11 Completion of a Ph.D. or equivalent doctoral degree.

or

3 academic years of progressively higher level graduate education.

(2) Required education must lead to a Bachelor's, Master's or Doctoral degree with specialization in or directly related to the field in which the student will receive training on the job. The degree of specialization in this field must satisfy upon graduation the specific educational requirements in the qualification standard for the corresponding two-grade interval position.



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It all adds up.