

U.S. SECURITIES AND EXCHANGE COMMISSION
PUBLIC NOTICE OF VACANCIES

NUMBER: ESHA-04-183-DP

Opens: October 28 2004

Closes: February 4, 2005

Accountant, SK-510-12 or 13

GRADE/SALARY: SK-12; \$79,511 to \$101,871 per annum **Promotion Potential:** SK-14
SK-13; \$94,549 to \$121,138 per annum

This is a bargaining unit position

VACANCIES: Multiple **APPOINTMENT/SCHEDULE:** Career-Conditional
Open Until Filled Full time (40 Hours Per Week)

OFFICE: Division of Corporation Finance **LOCATION:** Washington, DC

(This is a public notice with multiple cut offs. Applications will be referred on a weekly basis)

U.S. Citizenship is required

Moving Expenses will not be paid

WHAT WORK WILL YOU PERFORM?

As an Accountant, you will,

- review filings to recognize potential or actual material accounting, auditing or financial reporting deficiencies in financial disclosure resulting from deviations from GAAP, GAAS, and the accounting rules and policies of the SEC.
- perform examination of financial statements included in registration statements, proxy solicitation materials, and other filings under the Federal Securities Laws and Acts (such as Form S-1, S-2, S-3, S-4, SB-2, 8-K, 10-Q, 10-K, etc.) made by public companies.
- review issues involving difficult and unusual accounting, auditing, and financial reporting questions.
- make recommendations for initiation of investigations and other administrative proceedings.

BENEFITS: SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Care, Transportation Subsidy, and Flexible Spending Account.

WHAT QUALIFICATIONS MUST I HAVE?

You must meet the Basic Requirements below.

Basic Requirements

1. Degree in accounting, business administration, finance, or public administration that included 24 semester hours in accounting and/or auditing subjects, 6 semester hours of which can be in business law; OR
2. Four or more years of accounting/auditing experience; OR
3. Equivalent combination of accounting experience and college-level education.

If you meet #2 or #3 above, you also must have:

- successfully completed 24 semester hours in accounting/auditing courses;
- obtained a Certified Public Accountant or Certified Internal Auditor license through a written examination; OR
- obtained a degree with at least 15 semester hours in accounting/auditing if you have successfully worked at the full performance level in accounting, auditing or a related field, or at least two higher level professional

accountants or auditors have certified that your accounting experience equals the knowledge associated with a 4 year accounting/auditing degree.

More information available on next page

You may submit proof of college/university degree (college transcript) at time of application. Official transcripts must be received by the time of interview.

Required Specialized Experience

To be eligible for the SK-12, you must have at least 52 weeks of specialized experience at the SK-11 or GS-11 level or at the equivalent level in private industry. To be eligible for the SK-13, you must have at least 52 weeks of specialized experience at the SK-12 or GS-12 or at the equivalent level in the private industry. Specialized experience includes work related to the job duties such as utilizing knowledge of GAAP, GAAS, and the accounting rules and policies of the Federal securities laws and acts to examine or prepare financial statements and other filings (such as Form S-1, S-2, S-3, S-4, SB-2, 8-K, 10-Q, 10-K, etc.) and identifying potential or actual accounting misstatements, auditing or financial reporting deficiencies in financial disclosure statements resulting from deviations from GAAP, GAAS, and federal securities laws.

Desired Experience

The most desirable candidates are CPAs with at least three years of public accounting experience with emphasis on public companies. At least one year of experience within the last three years should include knowledge of Federal securities laws, rules, and regulations, obtained by either the conduct of audits of public companies or the preparation or review of financial statements and other financial information of operating companies included in financial documents submitted to the SEC.

ICTAP ELIGIBLES

If you are a displaced Federal employee, you must attach to the front of your application or résumé proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application or résumé will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application or résumé will be rated to determine whether you meet the well-qualified criterion established for the position. A well-qualified displaced employee will be referred before any other qualified candidates. ICTAP eligible candidates will be evaluated against the following factor to determine if they are well qualified:

For SK-13:

Recent work experience (i.e., within the last 3 years) that demonstrates knowledge of Federal securities laws, rules, and regulations, obtained by either the conduct of audits of public companies or the preparation or review of financial statements and other financial information of operating companies included in financial documents submitted to the SEC.

HOW TO APPLY

The SEC has contracted with Korn Ferry to accept and review the applications for this position. Their website <http://www.sec.futurestep.com> will provide you with information on the vacancy and ask several on-line questions as well as collect your resume. Upon receipt and review of the on-line resume, they in collaboration with the SEC Human Resources office will determine which candidates to refer to management for further review. These highly qualified candidates will be referred to management on a weekly basis.

While we are using a contractor, federal hiring regulations are still in force.

If you are a veteran, a copy of a DD-214 verifying honorable military service if special consideration is requested. Please indicate on your application the dates of service, your rank at the time of discharge, and any service medals received. Additional information on Veterans Preference requirements can be obtained from:
<http://www.opm.gov/veterans/html/vetguide.asp>

Your transcript (proof of degree with appropriate courses) must be provided by time of interview.

None of these forms will be subsequently loaned or returned to you.

DO NOT submit applications directly to the SEC for these positions.

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: www.sec.gov/jobs.shtml

Security Clearance: If selected, you may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment.

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodations will be on a case-by-case basis.

