

EX-25-34A-PC (External)
Student Cooperative for the Accounting Team (PAID)

Overview

Open & Closing Dates

6/11/2025 to 6/26/2025

Service

Excepted

Pay Scale & Grade

GG-5

Salary

\$22.18 to \$26.72 Per Hour

Appointment Type

Temporary

Work Schedule

Part-time

Locations

Arlington, Virginia

Relocation Expenses Reimbursed

No

Telework Eligible

Yes - as determined by the agency policy.

Security Clearance

Moderate Background Investigation

Drug Test

Yes

This Job Is Open To

Hiring Paths

Students

Hiring Paths Clarification Text

Open to U.S. Citizens who are students currently enrolled full or part-time in an accredited college or university program, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or Graduate student.

Summary

The USPS OIG is seeking students enrolled in college/university programs to fill our Student Cooperative - (Paid) position on the Accounting Team within Mission Support located in Arlington, VA. The candidate will assist in gathering and analyzing data and reporting results and conclusions.

Duties

The selected candidate will provide a wide range of technical and administrative support to the Accounting Team, including conducting guided research, data collection and analysis, entering transactions into automated and manual systems, and preparing reports and memoranda, spreadsheets.

The Student Cooperative Program is available for continuous employment throughout the year, while enrolled in school.

This position is being advertised at the Administrative Band level. The base salary range for this position is \$16.56 - \$19.95/hour. Locality Pay is authorized.

Sophomore \$22.18 per hour includes locality pay
Junior/Senior \$23.57 per hour includes locality pay
Graduate or Law Student \$26.72 per hour includes locality pay

Please note that the duties and responsibilities associated with this position may vary based upon the area of assignment. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations. The student cooperative performs specialized duties with continuing responsibility for projects, questions, or issues that arise in the area of assignment/curriculum. Each assignment typically consists of a series of related actions or decisions prior to final completion.

Accounting Support

The student cooperative will provide support to our accounting team by assisting with day-to-day accounting tasks, such as data entry, account reconciliation, and financial reporting. Some of the tasks include:

- Assist in reconciliation of Office Depot account
- Review and analyze our accounts receivable report and recommend solutions to address or resolve accounting issues
- Recommendations are sent to the accounting manager
- Enter information in G-invoicing system and track intragovernmental transactions
- Assist in managing and maintaining the check logs
- Collect data and prepare reports
- Document findings

Travel Reconciliation

Travel reconciliation is a vital component of our financial operations, often requiring meticulous attention to detail and timely processing. The student coop will be tasked with:

- Preparing reconciliation expense reports
- Verifying receipts
- Assisting employees on the various steps of obtaining travel cards, gaining access to Gethere, eTravel, ARIS, and other financial systems
- Contacting employees who are delinquent on Citibank Travel Card and documenting responses
- Ensuring compliance with company travel policies
- Reconciliation and track credit balance report
- Research issues for resolution and provide recommendations

Requirements

Conditions of Employment

- Must be a U.S. Citizen.
- Must be able to pass a drug screening.
- Must be able to obtain and maintain a Moderate Background Investigation (MBI) clearance.
- Must be able to work a minimum of 10 - 15 hours per week.

Qualifications

MINIMUM REQUIREMENTS

You must meet ALL of the minimum requirements.

- Students must be currently enrolled full or half-time in an accredited college or university program, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or Graduate student, not graduating prior to May 2026. (MUST SUBMIT TRANSCRIPT STATING CURRENT ENROLLMENT STATUS, GPA AND IN GOOD STANDING)

AND

- Must be in academic good standing as defined by the college or university, earning at least a 2.75 GPA on a 4.0 GPA scale.

AND

- Major field of study must be in Business (Accounting or Finance preferred) or Information Technology, undergraduate or graduate degree program.

AND

- Must be able to report to work year-round in the USPS OIG Arlington, VA, office a minimum of 10 - 15 hours per week (Monday-Friday) during core business hours.

EVALUATION FACTORS

Include your major accomplishments relevant to the evaluation factors in your resume.

- Skill in written and oral communications and ability to apply those skills in coordination and problem-solving efforts.
- Experience or coursework in Information Technology and Business processes.
- Intermediate or above skills using personal computers and office software programs, including Microsoft Excel, PowerPoint and Word.
- Ability to work on a wide range of assignments/projects with many different people.

You will no longer be considered for this position if you receive a zero (0) rating on any evaluation factor.

Failure to demonstrate that you meet all of the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the evaluation factors in your resume.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: www.ed.gov.

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities.

For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>.

Additional information

Student Cooperatives are not eligible for USPS OIG Employee Benefits.

Our agency provides Reasonable Accommodations for applicants with disabilities. If you require accommodations during any part of the application and/or hiring process, please contact us by sending an email to SupportHiring@uspsaig.gov. The decision on granting accommodation requests will be made on a case-by-case basis.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview. Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision. NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible. Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement.

Make sure you include the vacancy announcement number in the subject line when submitting your application package. The announcement number for this vacancy is: EX-25-34A-PC.

For information on submitting application packages, please review the 'How to Apply' section.

- 1. RESUME. Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.
- 2. COMPLETE APPLICATION QUESTIONNAIRE. Required.** Download the Application Questionnaire (PDF), complete the form, and include it in the application package.

3. TRANSCRIPTS from an accredited college or university. Required. The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

4. SF-50: Required, if applicable. If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file SF-50 or Form 50.

5. VETERANS PREFERENCE DOCUMENTATION: Required, if applicable.

If you are claiming veterans' preference. You must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veterans' preference eligibility, including your VA letter, SF-15 (<https://www.opm.gov/forms/standard-forms/>), and all required documents related to your SF15 claim. Veterans can request the Member 4 copy of DD-214 at <https://www.archives.gov/veterans/military-service-records> and download a copy of the VA letter from www.ebenefits.va.gov/ebenefits/homepage. If applicable, you are required to submit each veterans' preference document in the application packages. (**Required:** Name these files as "DD-214" or "SF-15" or "Other Veterans Document").

6. SUPPORTING DOCUMENTS: Required, if applicable. Degrees, Certificates, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

How to Apply

To apply for this position, you must submit an application package containing all required documents, e.g., application questionnaire, performance appraisals, supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at SupportHiring@uspsioig.gov by 11:59 PM (EST) on the closing date, **Thursday, June 26, 2025**, to receive consideration.

Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.

For any questions on this vacancy announcement, please contact SupportHiring@uspsioig.gov.