

# Business and Finance Jobs IN THE FEDERAL GOVERNMENT

## Sample Job Profiles

### ACCOUNTANT DEFENSE FINANCE AND ACCOUNTING SERVICE

**Salary Range:** \$37,390.00-\$70,484.00 per year

**Duty Locations:** multiple duty locations

**Job Summary:** DFAS is the world's largest finance and accounting organization providing the financial and accounting services for the Dept. of Defense. Career opportunities are also available in information systems, computer technology, human resources, clerical work, and other areas. Visit: [www.dod.mil/dfas/careers/](http://www.dod.mil/dfas/careers/)

**Major Duties:** Provide professional accounting advice and assistance to their supported organizations. Prepare, examine, analyze, present, and interpret accounting data, records, and reports pertaining to multiple appropriation accounts.

### FINANCIAL MANAGEMENT SPECIALIST DEPARTMENT OF LABOR

**Salary Range:** \$43,365.00-\$56,371 per year

**Duty Locations:** Washington, D.C.

**Job Summary:** DOL offers rewarding opportunities to contribute to a noble mission; to serve and protect American workers, prepare them for new and better jobs, and to ensure the safety and fairness of American workplaces. Visit: [www.dol.gov/dol/jobs.htm](http://www.dol.gov/dol/jobs.htm)

**Major Duties:** Monitor financial progress of Occupational Safety and Health Administration Purchase Orders related to fixed price items or purchases of similar complexity, and follow their progress from inception to completion.

**Search for jobs at:** [usajobs.opm.gov](http://usajobs.opm.gov)

#### WHAT CAN YOU DO WITH A DEGREE IN BUSINESS?

- ★ Accountants
- ★ Auditors
- ★ Contract Specialists
- ★ Financial Managers and Administrators
- ★ Financial Institution Examiners
- ★ Intelligence Specialists
- ★ Internal Revenue Agents
- ★ Budget Analysts
- ★ Business and Industry Specialists
- ★ Commissary Store Managers
- ★ Internal Revenue Officers
- ★ Miscellaneous Administrative and Programs Specialists
- ★ Quality Assurance Specialists
- ★ Trade Specialists
- ★ Contract Specialists

Find more: [www.usajobs.gov/EI23.asp](http://www.usajobs.gov/EI23.asp)

#### FEDERAL EMPLOYERS CAN HELP YOU REPAY YOUR STUDENT LOANS

- ★ Agencies are authorized to help repay up to \$10,000 of a loan per year, up to \$60,000 total per employee.
- ★ An employee who receives student loan repayments must commit to remaining in the service of the federal government for at least three years.
- ★ In 2006, the federal government provided **5,755 employees with \$36 million** in loan repayment.

For more information, visit:  
<http://www.opm.gov/oca/pay/studentloan>

#### FIND AND APPLY FOR FEDERAL JOBS AND INTERNSHIPS ONLINE

**MakingtheDifference.org** provides valuable information and resources about job and internship opportunities in the federal government. On the site you'll find more information about federal agencies, an overview of the benefits of federal service, a directory of federal internships, "hot jobs" and "cool internships," tips for finding and applying for federal jobs, and much more. Plus, you'll see how federal employees are making the difference every day.

**USAJobs.gov** is a great place to begin your job search. It is administered by the U.S. Office of Personnel Management, the federal government's human resources agency, and has a regularly updated list of federal job openings. You can also build your resume and learn about the federal jobs that best match your interests.

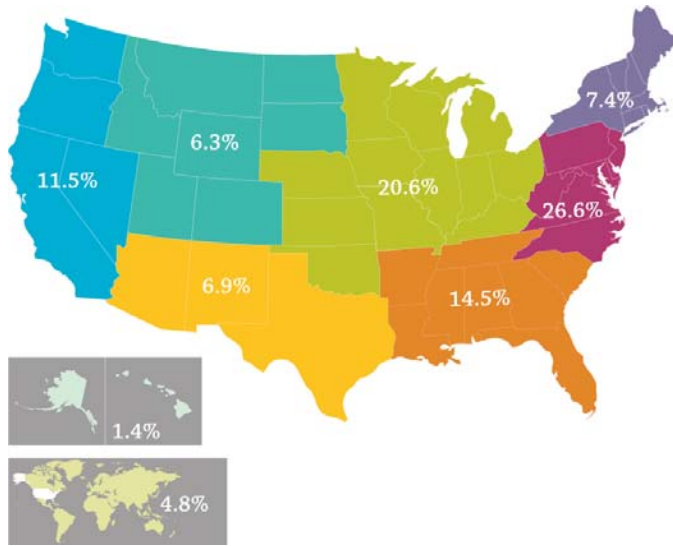


PARTNERSHIP FOR  
PUBLIC SERVICE

The Partnership for Public Service is a nonpartisan, nonprofit organization that works to revitalize the federal government by inspiring a new generation to serve and by transforming the way government works.  
[ourpublicservice.org](http://ourpublicservice.org)

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## BUSINESS POSITIONS IN THE FEDERAL GOVERNMENT BY REGION



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## Examples of MBA Fellowships

### PRESIDENTIAL MANAGEMENT FELLOWS

Any graduate student entering his or her final year of study is eligible to apply for this two-year program, during which successful applicants will experience a variety of postings within a federal agency. To learn more about this competitive program, visit [www.pmf.opm.gov](http://www.pmf.opm.gov).

### DEPARTMENT OF LABOR MBA FELLOWS PROGRAM

The DOL is seeking individuals with a master's degree and business administration skills interested in exploring a career in public service. During their two-year tenure, fellows participate in mentoring, career development, shadowing and networking activities. Rotational assignments in areas such as budgeting, financial management, human resources, and IT ensure that fellows will gain valuable and diverse experience. To learn more, visit [www.dol.gov/dol/jobs.htm](http://www.dol.gov/dol/jobs.htm)

**Search for internships at:**  
[makingthedifference.org/federalinternships](http://makingthedifference.org/federalinternships)

### WHERE THE JOBS ARE

Over the next two years, our largest federal agencies project that they will hire nearly 193,000 new workers for "mission-critical" jobs. Business and Industry is one of the top ten hiring areas with over 11,000 positions projected throughout 13 agencies.

This includes:

- ★ 8,292 tax examination, internal revenue agent, procurement and accountant positions at the Department of Treasury
- ★ 6,841 contractors at the Department of Defense
- ★ 260 accounting and budget positions at the Department of Homeland Security

Download the report at [makingthedifference.org](http://makingthedifference.org).

### AGENCIES WITH BUSINESS AND FINANCE JOBS

Department/Agency	# Positions
Department of Defense	81,312
Department of Treasury	50,422
Department of Agriculture	14,083
Department of Veterans Affairs	8,258
Department of Interior	5,780
General Services Administration	5,398
Health and Human Services	4,561
Housing and Urban Development	4,294
Department of Justice	4,205
Department of Commerce	2,672
Department of Energy	2,622
Department of Transportation	1,455

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### TOP BUSINESS AND FINANCE FIELDS

Fields	# Positions
Contracting	28,687
General Business and Industry	24,687
Financial Admin. & Programming	16,720
Tax Examining	15,342
Budget Analysis	13,444
Internal Revenue Agent	13,053
Accounting	12,578
Auditing	10,572

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