The EPA Environmental Research and Business Support Program have an immediate opening for a full-time (40 hours per week) Payroll Support Associate at EPA with the Office of Administrative and Research Support at the EPA facility in Washington, D.C. Please visit [www.orau.org/epa](http://www.orau.org/epa) to learn more about the program.

### Eligibility
- Recent graduate with at least a Bachelor’s degree within the last 24 months

### What
- Assisting in developing, validating and editing financial reports, summarizing budget targets and payroll expenditures;
- Performing data entry in various ORD and Agency financial systems;
- Reconciling financial systems and making corrections when approved;
- Participating in Agency meetings related to financial management;
- Assisting the Budget Execution staff in coordinating and managing meetings;
- Performing regulation searches;
- Assisting in responding to information requests;
- Maintaining records in accordance with Federal regulations;
- Providing general administrative support (word processing, faxing, copying, mailing, scheduling); and
- Participating in conferences and seminars, as needed

### Where
- EPA facility in Washington, D.C.

### Salary
- $22.13 per hour

### Schedule
- Up to 40 hours per week

### Duration
- Positions begin in June 2017 through May 2018 and are renewable for two (2) 12 month option periods

### Skills
- Strong mathematical, analytical and computer skills;
- Commanding knowledge of Microsoft Excel, PowerPoint and Word;
- Willingness to learn federal financial practices to include, but not limited to, accounting, mathematics and fiscal costing

### Apply
- You must submit an online application to be considered. Interview schedules will be set up soon! Position details along with online application are found at Payroll Support Associate at EPA.

---

**Karen Cleveland**  
Karen Cleveland, PMP  
Recruiter/Senior Program Specialist  
Scientific Assessment and  
Workforce Development  
**ORAU**  
(865) 574-4521  
karen.cleveland@orau.org  
Discover ORAU: [www.orau.org](http://www.orau.org) • Facebook • Twitter • LinkedIn • YouTube