



# CAREER DEVELOPMENT ROADMAP

# 0525

## Accounting Technician Series

### PRIMARY FUNCTIONAL COMPETENCIES

Financial Management Systems  
Financial Stewardship  
Decision Support

Fundamentals and Operations of Accounting  
Concepts, Policies, and Principles of Accounting

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		Entry/Developmental	Fully Proficient	Lead Technician/Supervisor
<b>Experience</b>	<b>.. FUNCTIONAL EXPERIENCE &gt;</b> .....		<b>.. BROADENED EXPERIENCE &gt;</b> .....	
	Develop proficiency in classifying, maintaining, and processing standardized accounting documents & transactions and tracing errors and discrepancies not easily detected for assigned general ledger accounts or segments of an accounting system		Build knowledge base and technical depth, & seek breadth in working the full range of accounts and types of transactions (to include tracing errors in complex accounts) for different programs & types of funds with frequent & varied adjustments	
	Develop familiarity with government/DoD accounting regulations (pertaining to function(s) supported) in order to independently work routine transactions.		Develop in-depth knowledge of applicable accounting regulations in order to interpret and apply appropriate regulatory references to non-routine/challenging assignments	
	Develop computer literacy (MS Office Suite, database manipulation, FM systems navigation, keyboard skills)		Adapt innovative approaches/improvements for standard work processes	
	Develop foundational awareness of relationships of accounting transactions and events that create those transactions, as well as downward events of posting to a general ledger		Seek experience with related end-to-end processes to broaden understanding / Continuously strive for big picture perspective	
		Take a rotational assignment in a different FM-related function or in a similar accounting function with a different customer base		
<b>Leadership</b>	<b>Competencies</b> DFAS Leadership Development Map		<b>.. LEAD SELF &gt;</b> .....	
	<b>Action</b>		<b>.. LEAD TEAMS/PROJECTS &gt;</b> .....	
	<b>.. BUILD TACTICAL LEADERSHIP &gt;</b> .....		<b>.. LEAD PEOPLE</b> .....	
	Seek mentors / role models		<b>.. DEVELOP OPERATIONAL &gt; LEADERSHIP COMPETENCE</b> .....	
Volunteer to participate on organizational improvement projects or other team initiatives		Expand mentoring relationships / take initiative to help/mentor entry level employees		
		Seek opportunities to lead a segment of a team initiative or project		
		Mentor/coach/advise others Seek a mentor who can advise on "leadership"		
		Offer to lead a project or team initiative or serve in a similar leadership capacity		
<b>Education &amp; Training</b>	<b>Certification</b>		Achieve/Maintain FM Certification Level 1	
	Lean 6 White Belt Training		Consider pursuing CDFM certification Lean 6 Green Belt Training/Certification	
	<b>Training</b>		Pursue additional FM and other related training that provides broadening perspective	
	Complete recommended foundational courses in GS-525 Training Plan		Offer to provide on-the-job training / shadowing opportunities to developmental employees	
Maximize on-the-job training opportunities / shadow senior technicians		Develop/refine leadership skills by way of DFAS Leadership Development courses		
Acquire AR/AP or other accounting functional training or pursue other avenues to gain specific functional knowledge		Develop/refine business writing skills		
<b>Education</b>		Volunteer to cross-train on other teams/functions		
		Consider pursuing an Associate's or Bachelor's Degree in a field related to career aspirations OR at least some foundational college accounting courses		