



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 11-26
OPEN: June 11, 2026
CLOSE: June 14, 2026

POSITION TITLE: INTERN (FINANCIAL SPECIALIST)
GRADE: PRC – 1
SALARY RANGE: \$57,736 - \$91,815 (\$27.76 - \$44.14 PER HOUR)
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF BUDGET AND FINANCE
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

TELEWORK ELIGIBLE: YES – AS DETERMINED BY AGENCY POLICY
APPOINTMENT TYPE: TEMPORARY – THREE MONTH INTERNSHIP
SECURITY CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: 1 POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE CONSIDERED: OPEN TO ALL COLLEGE AND GRADUATE STUDENTS
APPLICATION PERIOD: 3 DAYS

INTRODUCTION

The Postal Regulatory Commission is offering an exciting three-month internship opportunity for a highly motivated and inquisitive individual to provide support to the Director of Budget and Finance to complete specific identified project(s) prior to the end of the fiscal year.

LEARN MORE ABOUT THIS AGENCY

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the public. Further information about the Commission and the Office of Budget and Finance is available at www.prc.gov/about.

WORK ENVIRONMENT

This position is in the Office of Budget and Finance (OBF). This Office serves as a strategic partner for the Commission to plan for, execute, track and report fiscal resources necessary to support successful execution of the Commission's mission ensuring alignment with its strategic and operational goals and objectives. Ensures the Commission executes its fiscal responsibilities in accordance with applicable laws and regulations and within established funding guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide support to the Director to complete specific identified project(s) prior to the end of the fiscal year. Projects



may include but not be limited to the following:

- Assist with documenting the internal structure and process of the ATM
- Assist senior financial specialist with restructuring internal reporting standard for FY27
- Assist with completing critical end of year financial activities such as identifying de-commitments, de-obligations, and accruals
- Identify policy gaps between OSA and OBF and assist with developing approach and timeline to close policy gaps
- Assist with updating various financial and budget OBF SOPs to reflect current practices
- Assist with developing various briefings on the FY27 budget submission
- Provide various administrative support to the OBF Director and Deputy Director assisting with meeting coordination, calendar maintenance, and other duties as assigned

QUALIFICATIONS

- High School Diploma
- Business or Information Technology related major is preferred
- MS Office Suite
- SharePoint (preferred but not mandatory)
- PowerBI (preferred but not mandatory)
- Strong Communication Skills (written and oral)

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill, and knowledge to successfully perform the duties of the position described above. Typically, experience will be related to legal or regulatory work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

EDUCATION

Enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and taking at least a half-time academic, vocational or technical course load in an accredited technical or vocational school, 2 year or 4 year college or university, graduate or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled. An individual who needs to complete less than the equivalent of half an academic, vocational or technical courseload in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

Business or Information Technology related major is preferred.

HOW YOU WILL BE EVALUATED

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to the Director of Budget and Finance for further consideration and possible interview.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. Commission



employees are also subject to Commission-specific ethics rules (39 C.F.R. subpart A of part 3001 and supplemental standards of ethical conduct [5 C.F.R. part 5601]). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on the Commission's annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

BENEFITS

Your transportation costs may be subsidized. This position is not eligible for retirement, health benefits, or leave.

CONDITIONS OF EMPLOYMENT

- **Citizenship Requirement:** You must be a **U.S. citizen or national** to be eligible for this position.
- **Fair Labor Standards Act (FLSA) Status:** Non-exempt
- **The Postal Regulatory Commission uses e-Verify:** All new hires must complete the I-9 form, this information will be processed through e-Verify to determine employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.

Learn more about [E-Verify](#), including your rights and responsibilities.
- **Background Investigation Requirement:** You must successfully pass a background investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- **Direct Deposit:** You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- **Selective Service Registration:** All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.
- Relocation expenses are not authorized.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office at HR@prc.gov or Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for
Postal Regulatory Commission 901 New York Avenue, NW Suite 200 Washington, DC 20268



employment and is authorized under 5 U.S.C. §§ 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

WHAT TO EXPECT NEXT

Once your online application is submitted you will receive a confirmation notification by email. After we receive the application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

HOW TO APPLY

To apply for this position, you must submit an application package containing all required documents. The complete application package must be submitted via email to employment@prc.gov by 11:59 p.m. (EST) by the closing date of this vacancy to receive consideration. When submitting your application package, please include the vacancy number in the subject line. Applications received missing the vacancy number in the subject line will result in immediate disqualification.

Failure to provide all required information as requested in the vacancy announcement may result in immediate disqualification.

Application packages will NOT be accepted via mail or fax.

In order for your application to be considered complete, the following documents must be submitted:

1. **Cover Letter** (no more than two pages)

2. **Resume:**

For each position listed on your resume, you must specify the following information: **Your resume should not exceed 2 pages and must demonstrate the specialized experience related to the position for which you are applying. If your resume goes beyond two pages, we will only consider the first two pages for the required experience as outlined in the specialized experience.**

- a. Start and end dates (month/year)
- b. Description of duties
- c. If the position was Federal, you must include the grade and step for each
- d. education

3. **Current and former Federal employees:**

- a. Submit a copy of your most recent non-award SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy.
- b. The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive]

*Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.*

4. Schedule A, Persons with Disabilities:



- a. Submit a copy of your Schedule A letter from a physician, local, state or federal rehabilitation office citing your eligibility under 5 CFR 213.3102 (u).

For more information on your eligibility, please visit: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>

Application packages will NOT be accepted via mail, or fax. All applications must be received by 11:59 pm on the closing date.

This vacancy announcement will be open from June 11, 2026 through June 14, 2026, Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

For More Information

You can obtain forms and additional information by contacting Kerry Grega at employment@prc.gov.