

## Job Announcement Number

NE-12384576-AR-24-085

# Overview

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<b>Job Title</b> BUDGET TECHNICIAN	<b>Department</b> Department of the Army
<b>Agency</b> Army National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 04/12/2024 to 09/27/2024	<b>Application Count</b> N/A
<b>Salary</b> \$49,495.00 to \$64,345.00 Per Year; Announcement is open till filled; first review will be 2 May 2024 with a review every 7 days thereafter.	<b>Pay Scale &amp; Grade</b> GS-7
<b>Locations</b> Ashland, Nebraska	<b>Remote Job</b> No
<b>Telework Eligible</b> Yes - as determined by the agency policy.	<b>Travel Required</b> Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b> No	<b>Appointment Type</b> Temporary; INDEF
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 0561 - Budget Clerical And Assistance
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b> National security, Suitability/Fitness	

# Summary

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## Summary

This National Guard position is for a BUDGET TECHNICIAN, Position Description Number NGD0882000 and is part of **209th RTI**, Nebraska Army National Guard.

**INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. THIS POSITION MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.**

# Learn More About This Agency

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## Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

## Marketing Link

<https://ne.ng.mil/Pages/Home.aspx>

# This Job Is Open To

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## Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

## Hiring Paths Clarification Text

THIS POSITION IS OPEN TO AREA: 1, 2, and 3

# Videos

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

# Duties

## Duties

As a BUDGET TECHNICIAN, GS-0561-7, duties include:

Develops and recommends procedures, objectives and processes pertaining to preparation and execution of the organizational budget. Ensures timely submission of budget estimates by staff officials. Reviews and consolidates budget estimates, taking into account issues, problems and conflicts within the budget program. Persuades officials to revise estimates that do not conform to established guidelines or requirements. Maintains an accurate record of incoming and outgoing funds. Provides ongoing analysis and evaluation of budget status to ensure priorities and mission objectives are achieved. Projects program needs, taking into account funding variations and knowledge of organizational requirements. Identifies funding shortages and takes action to ensure priority projects are not eliminated. Recommends transfer or allotment of funds to cover increases in obligations within established limits.

Prepares and updates status reports. Reviews, edits and ensures accuracy of reports prior to release to management officials. Ensures management officials and budget committee is provided current program status. Provides information and guidance on procedures, forms and documentation to support budget estimates. Informs officials of current guidelines for preparation of estimates. Ensures budget reports are submitted promptly and that fund usage meets statutory and regulatory requirements.

Performs other duties as assigned.

# Requirements

## Conditions Of Employment

Males born after 31 December 1959 must be registered for Selective Service.

Obtain/maintain the level of security clearance/background check required

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

## Qualifications

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

**FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.**

## **OPEN AREAS OF CONSIDERATION: AREA 1, 2 and 3**

### **DEFINITION OF AREA(S) OF CONSIDERATION:**

**AREA 1:** Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

**AREA 2:** All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

**AREA 3:** Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

**AREA 4:** All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

**MILITARY REQUIREMENTS:** Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Army National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

**Military Grades: Maximum: E7; Minimum: E4;** Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

**Security Clearance/Background Check requirements:** In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work. Failure to obtain, within one year of appointment,

and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency. Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

**Nebraska National Guard Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

**SPECIALIZED EXPERIENCE:** Must have least 1 year experience at the previous lower grade or equivalent experience and education. Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

## Education

### Education:

As a general rule, education is not creditable above GS-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

To qualify using education, the applicant must have a completed undergraduate or graduate education, the college degree education must be in one of, or be a combination of the following required disciplines: accounting, business, finance, economics, industrial management, marketing, quantitative methods, or organizational management. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. Applicants, who completed military service financial technical school course and were awarded the applicable and compatible military skills, are considered qualified for GS-07 level positions

## Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

## CONDITIONS OF EMPLOYMENT:

1. THIS IS A FINANCIAL MANAGEMENT LEVEL 1 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.
2. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
3. Irregular and overtime hours may be required to support operational requirements or contingencies.
4. This position requires a Drug Test

## Benefits Link

<https://www.abc.army.mil/>

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# How You Will Be Evaluated

## How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be

adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Concepts, Policies, and Principles of Budget and Financial Management Systems

**NUMERIC CATEGORY:**

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package.

**Numeric category ratings are:**

**Highly-Qualified: 90-100 points.** To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

**Well-Qualified: 80-89 points.** To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

**Qualified: 70-79 points.** To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

**Veterans' Preference:**

Assessed applicants are placed in the appropriate numeric category and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligibles within their numeric category.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12384576>.

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## Required Documents

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### Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214 (Required for Veterans' Preference)
- Other
- Other Veterans Document
- SF-50
- Transcript

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## How To Apply

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### How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

## Agency Contact Information

### Questions About This job

Jon Sronce  
Phone: 402-309-8173  
Email: [jon.c.sronce.civ@army.mil](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE 209 RTI  
220 County Road A  
Ashland, NE 68003

## Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

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## Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/786461300>