

## Job Announcement Number

NE-12197572-TR-24-004

# Overview

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<b>Job Title</b> AUDITOR	<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> 11/06/2023 to 12/11/2023	<b>Application Count</b> N/A
<b>Salary</b> \$69,107.00 to \$89,835.00 Per Year	<b>Pay Scale &amp; Grade</b> GS-11-12
<b>Locations</b> Lincoln, 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> Permanent
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> 12	<b>Job Family (Series)</b> 0511 - Auditing
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Noncritical-Sensitive (NCS)/Moderate Risk
<b>Trust Determination Process</b> Credentialing, National security, Suitability/Fitness	

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# Summary

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## Summary

**THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.**

This National Guard position is for a AUDITOR, Position Description Number **T5145P01** and is part of **USPFO**, Nebraska Army National Guard.

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# 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>

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# This Job Is Open To

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## Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, The public, Veterans

## Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO THE PUBLIC: Public, Veterans, Reserve & National Guard Military Members, Former and Current Federal Employees.

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# Videos

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11/6/2023 12:57 EST

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

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# Duties

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## Duties

As a AUDITOR, GS-0511-11/12, duties include:

1. As senior evaluator, distributes and monitors workload among lower-graded evaluators in accordance with established workflow or job specialization to ensure timely accomplishment of the assigned mission. Initiates day-to-day adjustments when unusual problems arise. Provides advice, guidance, assistance and direction to lower-grade evaluators in the unit. Advises evaluators with difficult problems, ensuring the proposed action conforms to existing accounting and auditing practices/guidelines. Informs supervisor of backlog statistics and identifies problems which are affecting work accomplishment. As appropriate, suggests improvements to operation, develops orientation/training program for new employees/interns. Furnishes input to supervisor on disciplinary problems, promotions, evaluation and reassignments.
2. Utilizing professional accounting and auditing knowledge, provides recommendations in the solution of accounting and operational problems and implementation of new or changed regulations, procedures and analyses of automated systems. Performs complex professional accounting and review activities involving the analysis of the accounting records. Conducts in-depth research and analysis in the coordination and resolution of problems. Develops position papers and fact sheets that interpret and explain reports and accounting data. Determines the scope of studies based upon a review of material received, familiarity with operations, and relationship of financial management and automated systems.
3. Reviews automated accounting and financial systems and identifies the need for changes to enhance system capability to track and report financial events and operational data used by local management. Evaluates system logic and guidelines necessary for developing automated processes from other than accounting system software to enhance the analysis capability of the unit and other resource managers. Evaluates the impact of proposed changes on current and future systems and makes recommendations to ensure the organization has the needed equipment/software to meet the needs of managers.
4. Performs a variety of assignments that are without precedent and that require considerable ingenuity in devising an approach. Utilizes professional accounting and audit skills to maintain oversight for implementing appropriate laws, directives, and regulations of internal control programs and procedures. These programs are to ensure there are no vulnerable areas. If vulnerable/problem areas are identified, ensures remedies are implemented to correct the deficiency. Studies limited background material to gain program information and discover leads. Typically, this material would only include applicable Army and Air National Guard and state regulations and, if any, GAO guidelines. Prepares review plans based on use of the most appropriate advanced techniques. Conducts in-briefs with management officials. Explains the purpose and procedures for the review and answers questions. Performs survey work to identify potential operating problems. Prepares lead sheets to identify any potential weaknesses in internal controls for further study. Documents the results in accordance with Comptroller General Standards, DoD, Army, Air Force, and Army and Air National Guard policies. Applies Comptroller General Standards and a wide range of evaluation techniques (e.g., interviews, computer assisted techniques, statistical analysis and questionnaires) in gathering, documenting, and summarizing data. Prepares working papers and files in accordance with Comptroller General Standards, DoD, Army, Air Force, and Army and Air National Guard policies. Prepares reports, which present findings, identifies causative situations and recommends corrective action. Discusses findings with activity level officials. Convinces these officials of the value of recommendations made with their implementation being the ultimate outcome. Performs follow-up on agreed-to findings and recommendations. Reports to the USPFO on the status of corrective actions taken by functional activities. Provides unprogrammed, quick reaction troubleshooting capabilities wherein the objective is to prevent serious problems from developing.
5. In direct coordination with responsible management officials, evaluates the validity of findings and recommendations identified by external audit agencies. Where the evidence does not support a proposed finding, negotiates for the command with the external audit agency to have the finding either withdrawn or amended. As the command representative, evaluates the management response to audit findings/results. When a management response does not appear to be adequate, consults with management to improve its substantive content. Prepares the overall command response to all external audit agency reports based upon input from proponent activities.

Performs other duties as assigned.

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# Requirements

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## 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

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; 402-309-8319.**

#### **GENERAL EXPERIENCE:**

Skilled in collecting and analyzing data effectively, efficiently, and accurately. Ability to clearly enunciate English without impediment of speech that would interfere or prohibit effective communication. Ability to write English in reports and presentation formats. Ability to comprehend and/or apply problem-solving and negotiating techniques. Skilled in working with multiple software computer programs. Skilled in presenting formal training presentations and briefings; and, Skilled in applying procedures and directives by reading and interpreting program material.

#### **SPECIALIZED EXPERIENCE:**

**GS-11** - Must be eligible for entry into level one financial management certification career program. The applicant must have at least 24 months of progressively higher level graduate education or 1 year equivalent experience to at least GS-9 in auditing experiences and competencies that provided knowledge of auditing principles and procedures. The applicant must have an excellent understanding of the basic principles and concepts of the audit business program requirements. An applicant must have demonstrated competencies to conduct audits in accordance with directives and policies; study and evaluate internal controls to determine the level of system reliability; and determine audit procedures needed to attain audit objectives in view of system reliability. An applicant must have experiences that concerned obtaining sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide a reasonable basis for an opinion in regard to the activity under examination. The applicant is experienced in conducting examinations and tests that used statistical and/or judgmental sampling of financial records and management controls to determine the degree of efficiency, economy, and effectiveness in which the audited activities discharged their financial responsibilities, or to determine that the financial records were maintained in accordance with applicable regulations. An applicant's experiences and education must demonstrate his or her ability to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0511-11 position, the employee must complete the directed **financial management level II certification** within 24 months of appointment to the position.

**GS-12:** Must have 1-year equivalent specialized experience to at least the next lower grade level before being eligible for the next grade level. Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the audit occupational series and grade. Experiences gained through military technical training schools or civilian academic courses or related civilian work are included in the one-year on-the-job specialized experience.

#### **Education**

##### **MUST SUBMIT TRANSCRIPTS TO BE CONSIDERED FOR THIS POSITION**

This position requires you to meet one of the following requirements.

1. **Degree:** accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")  
OR
2. **Combination of education and experience:** at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
  1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
  2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
  3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

##### **MUST SUBMIT TRANSCRIPTS TO BE CONSIDERED FOR THIS POSITION**

#### **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](#).

1. **THIS IS A FINANCIAL MANAGEMENT LEVEL 2 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. Must be able to obtain and maintain the appropriate security clearance.

3. Irregular and overtime hours may be required to support operational requirements or contingencies.

\*\*\* "This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG." \*\*\*

#### 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):

Attention to Detail, Auditing, Customer Service, and Self-Management

#### 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. Refer to NE TPR 335 dated 4 April 2018.

#### 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.

Read about Veterans' Preference here: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12197572>.

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## Required Documents

### 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 Veterans Document
- SF-50

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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 USPFO Internal Review  
2433 NW 24th Street  
Lincoln, NE 68524

## 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.

### Applicants will be referred in the following order:

1. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles
6. Qualified Non-Preference Eligibles
7. Trainees

All on-board Series GS-0511 personnel must be certified at the next higher grade-level before being eligible for grade promotion to that level; and, must have a minimum of one year on-the-job experience in the grade immediately below the next higher level. However, for a new hire applicant, apply his or her collective experiences that are commensurate or equivalent to the comptroller business with competencies of the auditor program's principles and concepts defined by the Series GS-0511 for a specific position.

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# Release URL

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## Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/759220500>