

Job Announcement Number

NE-12619364-TF-25-001

Overview

Job Title	FINANCIAL MANAGEMENT ANALYST	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	11/20/2024 to 12/04/2024	Application Count	N/A
Salary	\$59,966.00 to \$94,317.00 Per Year	Pay Scale & Grade	GS-9-11
Locations	Lincoln, Nebraska	Remote Job	No
Telework Eligible	Yes - as determined by the agency policy.	Travel Required	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	No	Appointment Type	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	11	Job Family (Series)	0501 - Financial Administration And Program
Supervisory Status	No	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process	Credentialing, Suitability/Fitness	Financial Disclosure	No
Bargaining Unit Status	No		

Summary

Summary**THIS IS A TITLE 5 EXPECTED SERVICE POSITION WITH THE NEBRASKA AIR NATIONAL GUARD**

This National Guard position is for a FINANCIAL MANAGMENT ANALYST, PD Number NGT5636P01 and is part of the 155th CPTF, Nebraska Air National Guard.

TITLE 5 EXPTECTED SERVICE POSTION OPEN TO INTERNAL CANDIATES ONLY; ON BOARD TITLE 5

Learn More About This Agency

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

Hiring Paths

Internal to an agency - appears on USAJOBS

11/21/2024 14:55 EST

Hiring Paths Clarification Text

TITLE 5 EXPECTED SERVICE POSITION OPEN TO INTERNAL CANDIDATES ONLY; ON BOARD TITLE 5

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a FINANCIAL MANAGEMENT ANALYST, GS-0501-09/11, Duties include:

This position is located in the Air National Guard (ANG) Wing, Comptroller Flight. The purpose of this position is plan, coordinate, and perform comprehensive Accounting and Financial Management analysis, decision support and quality reviews, of base level accounting and financial management programs.

- 1.) Independently performs and examines financial management functions to ensure internal and external accounting systems and administrative controls are sufficient to confirm that obligations and disbursements comply with applicable laws, and that funds are safeguarded against waste, loss, and misappropriation. Reviews accounting and pay documents, travel vouchers, and vendor payments to ensure supporting documentation is proper and valid. Performs post-audit voucher reviews.
- 2.) Aggregates data from multiple financial and accounting systems and sources in order to directly or indirectly provide the Comptroller, Wing Commander, United States Property and Fiscal Officer (USPFO), National Guard Bureau (NGB), United States Air Force (USAF), DFAS, Department of the Treasury and senior level management with accurate and timely financial reporting. Ensures the proper documentation, accounting, and auditability of funds, and their traceability to the USPFO in accordance with Department of Defense (DoD) regulations and/or applicable laws.
- 3.) Analyzes and accurately processes financial services transactions (i.e., payroll, debts, and miscellaneous entitlements) while applying quality assurance techniques. Resolves complex functional problems within the pay system for affected customers. Develops recommendations for actions under uncertain conditions with short and rapidly changing program deadlines. Facilitates the resolution of intricate entitlement discrepancies for serviced customers and ensures proper interfaces with appropriate DoD agencies and federal financial systems.
- 4.) Executes full spectrum pay and entitlement operations (Military Pay, Civilian Pay, Accounting, and Travel Pay). Provides expert interpretation on DoD and DFAS regulatory and administrative guidelines in accordance with generally accepted principles. Interprets policies and collaborates with the financial management enterprise to facilitate best practices and compliance assurance.
- 5.) Analyzes and measures the effectiveness and efficiency of financial operations; reliability of financial reporting; compliance with policies, regulations, applicable laws and guidance; and ensures that internal controls are in place.
- 6.) Determines the legality of entitlements/collection actions and provides decision support to the Financial Manager. Processes data and performs broad-in-depth financial analysis of interrelated accounting, military and civilian pay, accounts payable and receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Reconciles Resource Center Manager (RCM) accounts ensuring data integrity. Coordinates with the Defense Finance and Accounting Service (DFAS) and posts validated accounts to the General Ledger. Resolves pay and entitlement problems unique to the customer. Manages and executes internal control procedures to protect against fraud, waste, and abuse.

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

Nebraska National Guard Information Security Specialist - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE

For positions for which individual occupational requirements do not specify otherwise, general experience is 3 years of progressively responsible

experience, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

SPECIALIZED EXPERIENCE

GS-9: - 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 financial management occupational series and grade.

GS-11: At least 1 year experience at the previous lower grade or equivalent experience and education with extensive knowledge of military pay and allowances, civilian pay and allowances, vendor payments, and travel entitlements. A detailed grasp of governing regulations and a thorough understanding of pertinent laws, regulations, and other technical criteria in order to determine propriety of entitlements and pay. Detailed knowledge of related financial regulations and rulings covering diverse types of pay transactions to typically function as a technical authority for the resolution of an extensive range of issues or problems. Knowledge of the overall DFAS mission and functions, operation, and relationships to other agencies to respond to special inquiries and task organizations for information and responses.

Education

Completed undergraduate or graduate education, the awarded college degree should be in one of, or a combination of the following disciplines: accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management. Apply the education requirement for qualification using the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions.

Successful completion of a full 4-year course of study in *any field* leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a *particular field(s)*, or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

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>).

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/>

How You Will Be Evaluated

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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)
Customer Service, Financial Concepts, Policies, and Principles, Financial Management, Financial Management Analysis, and Financial Management Systems

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12619364>.

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
 - SF-50

How To Apply

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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

Agency Information

NE 155 CPR FT
2420 W Butler Ave
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. ON BOARD TITLE 5 APPLICANTS FULLY QUALIFIED AT GS-11 LEVEL
2. ON BOARD TITLE 5 APPLICANTS FULLY QUALIFIED AT GS-09 LEVEL

Release URL

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11/21/2024 14:55 EST

