

**Job Announcement Number**

NE-12682496-AF-25-023

## Overview

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|---------------------------------------|---|--------------------------------------|--|
| <b>Job Title</b>                      | FINANCIAL MANAGER                         | <b>Department</b>                    | Department of the Air Force  |
| <b>Agency</b>                         | Air National Guard Units                  | <b>Hiring Organization</b>           | N/A  |
| <b>Open &amp; Closing Dates</b>       | 02/06/2025 to 03/31/2025                  | <b>Application Count</b>             | N/A  |
| <b>Salary</b>                         | \$105,383.00 to \$137,000.00 Per Year     | <b>Pay Scale &amp; Grade</b>         | GS-13  |
| <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>            | None                                      | <b>Job Family (Series)</b>           | 0505 - Financial Management  |
| <b>Supervisory Status</b>             | Yes                                       | <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          | <b>Financial Disclosure</b>          | No   |
| <b>Bargaining Unit Status</b>         | No  |                                      |  |

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## Summary

**Summary**

This National Guard position is for a FINANCIAL MANAGER, Position Description Number D1540000 and is part of 155 CPTF, Nebraska Air National Guard.

**Selected applicant may be eligible for a recruitment or relocation incentive not to exceed 25% of the annual rate of basic pay. A recruitment or relocation incentive must be negotiated prior to acceptance of the official offer**

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## 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**

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

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## This Job Is Open To

**Hiring Paths**

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

**Hiring Paths Clarification Text**

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## Videos

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### Marketing Video Link 1

N/A

### Marketing Video Link 2

N/A

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## Duties

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### Duties

As a FINANCIAL MANAGER, GS-0505-13, duties include:

(1) Directs the financial management policy in support of the Air National Guard installation to include dissimilar geographically separated units. As the Assistant United States Property and Fiscal Officer for Air (Fiscal), holds statutory authority and responsibility for the proper obligation, accounting, disbursement, and administrative control of all Federal funds allocated to the installation. Determines the impact and implements courses of action regarding projected DOD, OSD, USAF, NGB, Inter-Service, and non-DoD federal government programs that affect Air National Guard plans, policies, and missions. Problem resolution extends beyond fiscal management and requires internal synchronization, the coordination of external offices at all base command levels, and the involvement of financial entities outside the base.

(2) Serves as the principal financial advisor and technical expert to the Wing Commander, Senior Management Staff, GSU Commanders, and the Financial Management Board. Provides financial advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Comprehends the unique mission, philosophy, and concepts of operation of commands or divisions subordinate to the Wing Commander in order to guarantee the financial success of related programs. Maintains a high level of mission awareness by regularly attending staff meetings, formal briefings, and spontaneous informal sessions chaired or called by the Wing Commander. Represents the Wing at nationwide financial meetings, conferences, seminars, and workshops to determine the impact of Higher Headquarters decisions on local programs. Provides advice to management to facilitate decisions regarding the extent of federal financial support for permanent and temporary civilian employment, unit flying requirements, real property maintenance and services (including environmental), logistics and administrative support, base security and firefighting capabilities, medical and counter narcotics programs, ancillary and specialty training, military clothing and subsistence, and discretionary funding levels for travel, general supplies and equipment, information technology equipment and communications, and other contract services. Analyzes deficiencies and recommends to the Wing Commander and Senior Management Staff the direction or alternatives to correct or achieve desired funding levels or actions. Explains, illustrates, and ensures the relevance, accuracy, and timeliness of financial management products briefed to senior management. Exercises dual fiduciary responsibilities to the Wing Commander and the United States Property and Fiscal Officer and implements actions to be taken on the use of federal financial resources in assuring the objectives of the Wing Commander and Adjutant General's Department are fully received, considered, and finalized.

(3) Functions as the Assistant United States Property and Fiscal Officer for Air(Fiscal) under ANGI 36-2, the accounting station's Certification Officer under the provisions of the Certification Officers Act of 1996, and as an agent of the US Treasury for all ANG federal disbursements and the associated pecuniary liabilities thereof. Incumbent is responsible for interpretation and implementation of all Comptroller General decisions as to the legality, propriety, and solvency of all payments and entitlements, and for ensuring all expenditures are in compliance with federal statutes. Implements sufficient internal controls that preclude Anti-Deficiency Act violations or obligations above the stated annual or multiannual authorities, limitations, and dollar thresholds. Researches, determines, and advises management regarding the use of non-appropriated funds when applicable. Ensures the proper documentation, accounting, and auditability of non-appropriated funds, and their traceability to the United States Property and Fiscal Officer as required in accordance with Air Force instructions or applicable state laws.

--Other duties as assigned

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## Requirements

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### Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.  
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.  
Individuals with military incentive bonuses may be subject to recoupment.

### 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 AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-1172.**

**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 Air 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: O5; Minimum: O3;** 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.

**Military Compatibility: Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216**

Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

**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.

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

**GENERAL EXPERIENCE:**

- Skill in collecting and analyzing data effectively, efficiently, and accurately;
  - Ability to plan, direct, and coordinate difficult and complex programs;
  - Ability to develop, apply, and adjust financial plans and policies to attain agency objectives;
  - Ability to select, develop, and supervise a subordinate staff;
  - Ability to establish and maintain effective working relationships, not only with subordinate staff, but with all levels of key management officials, the latter particularly requiring the exercise of tact, ingenuity, and resourcefulness;
  - Ability to apply a high level of sound and independent judgment in the solution of financial problems and in the administration of a financial management program;
  - A broad knowledge of agency operating programs;
  - A broad knowledge of and ability to utilize principles, methods, techniques, and systems of financial management
  - Skill in applying procedures and directives by reading and interpreting program material;
  - Skill in training, mentoring, and problem solving
- SPECIALIZED EXPERIENCE:** To qualify, the applicant must have a minimum of four years of singular or combined experiences in US Air Force and/or Air National Guard financial program disciplines. An applicant must have experiences in managing funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. Must have working knowledge of the duties associated with the United States Property and Fiscal Office and the certification requirements for installation funds. Experiences included working with the Financial Working Group or the Financial Management Board; and, experienced in handling highly sensitive military or civilian entitlement issues. Competent in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's Department and accomplishment of federal military and state support missions. Experiences involved the receipt, accounting, collection, safeguarding, and execution of government appropriated funds, or oversight authority and management of non-appropriated funds. The applicant requires competencies in directing financial management policies in support of the ANG military organizations and units. An applicant must have a working knowledge of statutory responsibilities in regard to financial obligations, accounting transactions, disbursement spending, and administrative control of all allocated federal funds. Experiences included determining financial and budget impacts; and, implementing courses-of-action in regard to addressing DoD, Department of the Air Force, National Guard Bureau, Inter-Service, and/or non-DoD governmental programs that affected ANG plans, policies, and missions. Skilled in presenting accounting information, reporting methods, and/or analytic financial interpretations. Experiences included work that established and directed financial policies that ensured compliance with fiduciary responsibilities, statutory requirements, regulations, procedures, and national and local policies. Experiences resulted in the optimum use and control of financial resources. Experienced as a financial advisor and technical expert to senior staff managers, major subordinate commands, and/or the Program Budget Advisory Council. Skilled in providing financial advisory services such as, the availability and appropriate use of Federal funds, through briefings, conferences, and committee meetings. Competent in analyzing reports and data derived from financial systems, and, capable of identifying strengths and deficiencies. Competent in the interpretation of legal propriety when processing financial program payments. Experiences included the ANG disbursement activities and maintaining a base-line knowledge of the pecuniary liability for these disbursements. The supervisory experiences involved leading, planning, and scheduling program work in a manner

that promoted smooth flow and even distribution of assigned work requirements. Experiences included training and guiding employees on finance programs and assigning tasks. Supervisory experiences involved balancing financial program work requirements, aligning program policies, and providing advice, mentoring, and a wide-variety of directions. Experienced on coaching and counseling employees on behaviors and/or performance issues. Experienced in structuring assignments that created effective and efficient procedures with measured and improved task processes. Must have demonstrated experiences and/or endorsements on employee mentorship competencies that improved working relationships and GS improved employees' performance. Supervisory experiences provided employees with improved training applications and completion of career development certifications and continuing education course programs. Supervisory experiences involved planning work requirements and assigning work to subordinates.

## Education

An undergraduate degree from an accredited college/university is mandatory. The degree must be in finance; or, in a related field such as, business administration, business management or public administration that included - or - was supplemented by 24 semester hours in accounting. The 24 hours may include up to six hours of credit in business law. A graduate degree in finance or a related field is optimum.

**YOU MUST SUBMIT TRANSCRIPTS TO THIS APPLICATION. FAILURE TO SUBMIT TRANSCRIPTS WILL RESULT IN AN INELIGIBLE RATING.**

## 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>).

### CONDITIONS OF EMPLOYMENT & NOTES:

1. Work may require access to classified information. Must be able to obtain and maintain the appropriate security clearance
2. Irregular and/or overtime (compensatory) hours may be required to support operational requirements or contingencies or may be required to work hours outside of the normal duty day.
3. May be required to travel by car, in military and/or commercial aircraft, and by other means of transportation as appropriate to perform temporary duty assignments
4. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
5. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
6. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.
7. Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 2/24). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7, Joint Ethics Regulation, Effective May 15, 2024

8. National Guard Employee Position requiring Military Membership

### **Applicable to Air National Guard GS-13 Comptroller Position ONLY:**

"This is a Financial Management Level 3 Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599. Incumbent shall comply with the requirements of this certification program."

Certification Level 2: 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.

## Benefits

### 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):

Advanced Financial Management, Concepts, Policies, and Principles of Finance, Integrity/Honesty, and Teamwork

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12682496>

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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. College Transcripts showing undergraduate degree from an accredited college/university. The degree must be in finance; or, in a related field such as, business administration, business management or public administration that included - or - was supplemented by 24 semester hours in accounting. The 24 hours may include up to six hours of credit in business law.

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

- Cover Letter
- DD-214
- Other
- 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

### Agency Information

NE 155 ARW  
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.

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.

**Selected applicant may be eligible for a recruitment or relocation incentive not to exceed 25% of the annual rate of basic pay. A recruitment or relocation incentive must be negotiated prior to acceptance of the official offer**

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## Release URL

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/830678600>