

## Job Announcement Number

NE-12702500-TR-25-009

# Overview

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<b>Job Title</b> ACCOUNTING OFFICER	<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> 02/25/2025 to 03/12/2025	<b>Application Count</b> N/A
<b>Salary</b> \$88,621.00 to \$115,213.00 Per Year	<b>Pay Scale &amp; Grade</b> GS-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> None	<b>Job Family (Series)</b> 0510 - Accounting
<b>Supervisory Status</b> Yes	<b>Security Clearance</b> Secret
<b>Drug Test</b> Yes	<b>Position Sensitivity And Risk</b> Noncritical-Sensitive (NCS)/Moderate Risk
<b>Trust Determination Process</b> Credentialing, Suitability/Fitness	<b>Financial Disclosure</b> No
<b>Bargaining Unit Status</b> No	

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## Summary

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

This National Guard position is for a ACCOUNTING OFFICER, Position Description Number **T5135P01** and is part of **USPFO**, Nebraska Army National Guard.

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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

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

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## This Job Is Open To

### Hiring Paths

Internal to an agency - appears on USAJOBS

### Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO AREA 1(Area 1; I am a current full-time permanent, indefinite or term T32/T5 technician/

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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 ACCOUNTING OFFICER, GS-0510-12, duties include:

1. Provides financial accounting advice, analysis, and assistance to the Financial Manager, USPFO, and all organizational elements of the respective state NG regarding the development of accounting policies, systems, and operating procedures. Responsible for the planning, execution, and installation of all new and/or improved accounting systems within the division. Designs, develops, adapts, revises, evaluates, and implements systems including those utilizing automatic data processing equipment. Studies accounts, reports, and procedural instructions within the broad area of assignment and, as necessary, any legislative and program background pertaining to this program; holds discussions with program officials, employees, supervisors, etc., to learn the details of work processes and procedures; drafts instructions, procedures, manuals, etc., to implement the proposed system or to correct deficiencies in the accounting system uncovered during the study. Renders advice to management on the effects of accounting changes approved and performs related duties necessary to the development of balanced recommendations. Monitors work operations to assure full compliance with procedures and published directives. Makes formal presentations of completed systems packages including the acceptability of the data processing system applied to higher management levels for final approval. Acts as catalyst between various office segments and assures smooth continuity of operations. Provides financial advice and expertise to other organizational elements of the state ARNG during the development of integrated accounting systems.
2. Provides both professional accounting assistance and systems design support in the development of automated accounting systems and operating procedures for the Financial Manager. Provides all resource management functional areas with technical assistance during all phases of the development, establishment, and maintenance of integrated accounting systems.
3. Serves as a professional accountant administering accounting systems. Performs duties involving: receipt and distribution of funds throughout the state; maintaining the standard general ledger reporting system; analyzing report data which records transactions within the system for the purpose of correcting errors, recommending action on unfavorable trends, and preparing financial schedules for briefings, etc.; revising the system structure to implement new reporting requirements; and advising and assisting financial analysts in supported organizations on these matters. Applies professional accounting principles, analysis, theories, concepts, and practices to unique situations; employs accounting policies/standards in the resolution of unprecedented problems/situations; and utilizes non-conventional methodologies as required. Implements policies and procedures encompassing different facets of accounting, i.e., general fund accounting, cost accounting, and reimbursement accounting and working capital funds. Studies interrelationships of systems encompassing the entire spectrum of the Army financial arena (e.g., Standard Army Financial System (STANFINS), Integrated Army Travel System (IATS), The Commercial Accounts Processing System (CAPS), Standard Procurement System (SPS), Defense Joint Military Pay System - Reserve Component (DJMS-RC), Standard Army Intermediate Logistics Systems (SAILS), Joint Services Software (JSS), Standard Army Civilian Payroll System (STARCIPS), and Command Unique Systems. Assignments also require an understanding of the characteristics and capabilities of the accounting software architecture and Enterprise Data System (EDS) for Financial Management.
4. As the Accounting Officer, supervises the work of the Fiscal Accounting Branch within the Comptroller Division. Provides technical supervision of the work of numerous accounting technicians. Plans subordinates' assignments and distributes workload according to priorities and work complexity. Provides counsel and instruction on work problems and administrative matters. As the Senior Accountant in the division, assists, guides, directs and oversees all professional accounting work of the division.

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

Possess a valid state driver's license to operate motor vehicles.

Complete all Financial Management Program requirements in order to obtain/maintain a FMC Level 2.

### Qualifications

#### Security Clearance/Background Check r equirements:

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 - Please send all inquires to [ng.ne.nearng.mbx.persec@army.mil](mailto:ng.ne.nearng.mbx.persec@army.mil)**

**GENERAL EXPERIENCE:** meet one of the following Basic requirements for this position (Transcripts **MUST** be submitted and all supporting experience must be reflected in resume.)

1. **Degree: Bachelor's degree** in 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.")
2. In addition to meeting the basic entry qualification requirements, evaluate applicant's knowledge, skills, and abilities for:
  - Skill in collecting and analyzing data effectively, efficiently, and accurately;
  - Skill in applying procedures and directives by reading and interpreting program material;
  - Skill in presenting formal training presentations and briefings;
  - Ability to prepare reports and presentation formats.

**SPECIALIZED EXPERIENCE:**

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 accountant 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.

The applicant's educational degree study program or military or civilian academic courses may substitute for some specialized experience.

Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel

**Education**

There is an education requirement for this position listed under Experience requirements. Transcripts **MUST** be submitted to verify applicants meet these requirements

**Degree: Bachelor's degree** in 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.")

**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**

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 of the position.

3. May occasionally be required to work other than normal duty hours; overtime may be required.

**Benefits**

N/A

**Benefits Link**

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

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## 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):

Accounting Analysis, Customer Service, and Financial Concepts, Policies, and Principles

### **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;

**Qualified: 70-89 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/12702500>.

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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
- Other Veterans Document
- SF-50
- Transcript

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## How To Apply

### 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 Accounting  
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. AREA 1 APPLICANTS

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## Release URL

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/832495900>