

Job Announcement Number

NE-12164339-AF-24-005

Overview

Job Title	FINANCIAL MANAGEMENT SPECIALIST	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	10/11/2023 to 01/12/2024	Application Count	N/A
Salary	\$57,118.00 to \$74,250.00 Per Year; Advertisement is Open until Filled: First cutoff 25 October 2023, with subsequent reviews every 7 days after initial cutoff date.	Pay Scale & Grade	GS-9
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	Temporary
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0501 - Financial Administration And Program
Supervisory Status	No	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	Non-sensitive (NS)/Low Risk
Trust Determination Process	National security		

Summary

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This National Guard position is for a FINANCIAL MANAGEMENT SPECIALIST, Position Description Number D2404000 and is part of **155 MSG**, Nebraska Air 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

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>

This Job Is Open To

Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

10/16/2023 9:41 EDT

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Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

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As a FINANCIAL MANAGEMENT SPECIALIST, GS-0501-9, duties include:

1. Serves as the CSS point of contact for day-to-day budget/financial issues. Works with Comptroller Flight's budget office to obtain, monitor, and track organization's funds. Works closely with commanders and supervisors in utilization of resources, resolving problems, and determining funding/resource requirements. Works with commanders and supervisors to create spend plans and coordinates with Comptroller Flight to integrate into the overall base budget. Compiles findings and makes recommendations for development and implementation of procedures for financial management and budgeting functions in support of organizational programs/activities. Provides advice on budget and related matters such as types of funding available, effects of budgetary changes on related activities, and status and use of funds. Compiles, prepares, and conveys information about the budget and programs of the organization. Prepares guidance on financial management procedures and/or interpretation of standard procedures and regulations on the various phases of budget administration. Conducts training for functional contacts and program managers in assigned organizations.

2. Uses financial management and other automated systems and computer-generated products in accomplishing budgeting assignments. Performs quality checks of the organization's automated system database information, working with appropriate point of contact to resolve any significant problems. Uses available computer software programs to produce required budget reports, plans, schedules, etc. Uses computer products to facilitate effective analyses of budget information. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Balances all accounts with the Comptroller Flight's Budget Office. 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.

3. Provides interpretation of financial guidance to unit commanders, Resource Advisors (RA's), orderly room personnel, and others. For travel functions this includes determining appropriate remarks, various per diem rates, meal statements, and lodging availability. Briefs entitlements for deployments, schools, long tours, and newcomer orientations. Assists financial manager and agency program coordinators in briefing the use and payment of the government travel card and of the government purchase card. Advises Commanders, Commercial vendors, and Travelers answering a variety of financial management inquiries. Reviews and audits invoices and travel claims to ensure compliance with internal controls. Notifies the chain of command of suspected fraud, waste, and mismanagement. Assists the Comptroller Staff in internal reviews for compliance and fraud prevention such as the Random Travel audit, Tri-annual Open Document Listing Review, Dual-comp, Personnel Reliability Audit, and military special duty pays. Verifies and validates commitments, obligations, and all supporting documents as mandated by the Tri-Annual Review. Reviews audit and Inspector General (IG) reports and corrects problems. Complies with quality assurance initiatives, internal control review guides, and self-inspection checklists. Performs random audits on travel claims as mandated by higher headquarters and manually records audited vouchers in the automated system.

4. Prepares/edits narrative justifications for projected funding needs and submits to the Comptroller Flight's Budget Office. Reviews annual funding allocations received from the Comptroller Flight's Budget Office in conjunction with all quarterly funding needs to ensure funding allocations are adequate to meet all projected requirements. Performs in-depth analysis of funding shortfalls and develops recommended programming changes/modifications to be presented to the CSS Commander for approval. Prepares, justifies, and submits unfunded and un-programmed requirements through the CSS Commander to the Financial Management Board. Performs in-depth analysis of operating budget requests received by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding.

Performs other duties as assigned.

Requirements

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.

This is a Financial Management Level Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d.

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, 3 and 4

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: E6; 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.

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.

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 Information Security Specialist - jason.l.shroeder4.civ@mail.mil; 402-309-1129.

GENERAL EXPERIENCE: All series personnel's' performance levels are validated at the next higher level before being eligible for promotion consideration to the GS-0501 graded-position and must have a fundamental working experiences with validated understanding of the basic principles and concepts of the occupational series and grade.

SPECIALIZED EXPERIENCE:

GS-9: 24 months experience that prepares the applicant to perform the prescribed duties of the GS-0501 position. An applicant must demonstrate the specialized experience competencies, as cited in each Series' grade, to qualify for a position identified by its applicable position description grade, financial management certification career level, and/or experiences earned through military service. Applicants, who were prior service members or who are currently serving in a military component and completed the applicable military technical school skill financial training and have working experiences in the military finance programs, are considered qualified for the GS-09 entry level position.

QUALITY OF EXPERIENCE

Qualifications are not based solely on time. Qualification factors include technical training courses, experiences and competencies that were developed and applied in the finance program. A applicant's competencies are evaluated on the basis of duties performed rather than strictly on the rank of the individual; however, established compatibility criteria, awarding requirements for military skills and military skill technical training schools are always followed. The applicant's resume package includes military service experiences and/or civilian experiences; military and/or civilian performance reports; training certificates; and educational accomplishments. The resume must clearly demonstrate possession of the competencies needed to fully perform the finance program work, as defined in the applicable position description's specified grade, certification level, duties, and responsibilities. The applicant must qualify for award of the established compatibility criteria that includes the military skill assignment, military rank, and military unit of assignment.

Education

Air National Guard Enlisted GS-09 through GS-12 Positions: Must have a high school diploma. An undergraduate degree from an accredited college/university is optimum.

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 & NOTES:

1. Incumbent must be able to obtain and maintain an appropriate clearance level.
2. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
3. Incumbent may be required to work other than normal duty hours to include evenings, weekends, and/or holidays.
4. Shift work and compensation time may be required.
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. 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 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/12164339>

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

- Other
- Other Veterans Document
- SF-50
- Transcript (Required for Substitution of Education for Experience)

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

Agency Information

NE 155 CES
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
4. Fully qualified Area 4 applicants

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Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/754741600>