

Job Announcement Number

NE-12369237-TF-24-005

Overview

Job Title FINANCIAL MANAGEMENT ANALYST	Department Department of the Air Force
Agency Air National Guard Units	Hiring Organization N/A
Open & Closing Dates 03/27/2024 to 04/10/2024	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 None	Job Family (Series) 0503 - Financial Clerical And Assistance
Supervisory Status No	Security Clearance Secret
Drug Test Yes	Position Sensitivity And Risk Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process Credentialing, Suitability/Fitness	

Summary

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

This National Guard position is for a FINANCIAL MANAGEMENT ANALYST, Position Description Number **T5636P01** and is part of **155 CPTF**, Nebraska Air National Guard.

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

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO: ON BOARD TITLE 5 ONLY

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a FINANCIAL MANAGEMENT ANALYST, GS-0503-9/11, duties include:

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

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.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

In addition to OPM general experience, 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:

GS-09: Must have at least 1 year experience at the previous lower grade or equivalent experience and education. Provides analytical reasoning in the identification, analysis, and evaluation of financial issues and developing alternative solutions. Involves competencies in analysis, research, writing, and judgment typically gained through academic education or progressively responsible experiences. Requires knowledge and skill in the application of related laws, regulations, precedents, methods and techniques of budgeting. All personnel must be certified at the next higher level before being eligible for that level. Experiences gained through military technical training schools are included in the one-year on-the-job experience. Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the occupational series and grade.

GS-11: Must have least 1 year experience at the previous lower grade or equivalent experience and education. Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education

Education:

As a general rule, education is not creditable above GS-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the 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](#).

CONDITIONS OF EMPLOYMENT:

1. Must be able to obtain and maintain the required security clearance.
2. 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.
3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
- *4. 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.
5. 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.
6. 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.
7. This is a Financial Management Level 2 Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program.

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):

Concepts, Policies, and Principles of Finance, Customer Service (Clerical/Technical), and Financial Management Analysis

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.

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.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12369237>.

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

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. Highly Qualified
2. Well Qualified
3. Qualified

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/784081400>