

## Job Announcement Number

NE-12178304-TR-24-002

# Overview

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<b>Job Title</b>	FINANCIAL SERVICES TECHNICIAN	<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>	10/25/2023 to 11/22/2023	<b>Application Count</b>	N/A
<b>Salary</b>	\$51,713.00 to \$67,231.00 Per Year	<b>Pay Scale &amp; Grade</b>	GS-8
<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>	Temporary
<b>Work Schedule</b>	Full-time	<b>Service</b>	Excepted
<b>Promotion Potential</b>	None	<b>Job Family (Series)</b>	0503 - Financial Clerical And Assistance
<b>Supervisory Status</b>	No	<b>Security Clearance</b>	Not Required
<b>Drug Test</b>	No	<b>Position Sensitivity And Risk</b>	None
<b>Trust Determination Process</b>	None		

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## Summary

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### Summary

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

This National Guard position is for a FINANCIAL SERVICES TECHNICIAN, Position Description Number **T5132000** and is part of **USPFO-PAY BRANCH**, Nebraska Army 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.**

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## Learn More About This Agency

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### 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

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### Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, The public, Veterans

### Hiring Paths Clarification Text

10/25/2023 12:00 EDT

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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 SERVICES TECHNICIAN, GS-0503-8, duties include:

- Performs broad-in-depth financial analysis of inter-related accounting, logistics and computer file systems concerning pay, accounts payable, and various travel entitlements, using multiple procedures, processes and techniques to evaluate alternatives and arrive at decisions, conclusions and recommendations.
- Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial technical issues or problems.
- Performs in-depth analysis, complicated pay, travel, and accounts payable issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions.
- Uses public law; fiscal law; Department of Defense (DoD), Department of the Army (DA), Forces Command (FORSCOM), NGB, and Defense Finance and Accounting Service (DFAS) regulations; Standing Operating Procedures; Comptroller General Decisions; and policies and issuances to execute the full range of financial and commercial services.
- Performs or conducts research, investigates and solves problems involving reconciliations of discrepancies (Electronic Funds Transfer rejects, pay/personnel/travel mismatches) to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due.
- Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; i.e. Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Operational Data Store (ODS), Standard Financial System ReDesign1 (SRD1), Defense Travel System (DTS), Integrated Automated Travel System (IATS), etc., by applying a series of different and unrelated methods, processes and techniques involving established financial management systems.
- Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 Inactive Duty for Training (IDT), Annual Training (AT), Active Duty for Training (ADT), Active Guard and Reserve (AGR), and Active Duty for Operational Support (ADOS (includes Defense Support to Civilian Authorities (DSCA) operations).

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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

THIS IS A FINANCIAL MANAGEMENT LEVEL 1 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

### 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.

**SPECIALIZED EXPERIENCE:** 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. THIS IS A FINANCIAL MANAGEMENT LEVEL 1 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 Link**

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

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# **How You Will Be Evaluated**

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## **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):

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

## **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;

**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/12178304>.

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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 Pay Branch  
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. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles
6. Qualified Non-Preference Eligibles

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## Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/756901200>