

Job Announcement Number

NE-12366043-TF-24-004

Overview

Job Title	INTERNAL CONTROL ANALYST	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	03/25/2024 to 04/08/2024	Application Count	N/A
Salary	\$72,553.00 to \$94,317.00 Per Year	Pay Scale & Grade	GS-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)	0510 - Accounting
Supervisory Status	No	Security Clearance	Secret
Drug Test	Yes	Position Sensitivity And Risk	Non-sensitive (NS)/Low 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 INTERNAL CONTROL ANALYST, Position Description Number **T5903400** 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

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

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO THE PUBLIC

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

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As a INTERNAL CONTROL ANALYST, GS-0510-11, duties include:

1. Provides administrative oversight of the Quality Assurance (QA) Program. Provides technical assistance and advice to the Financial Manager (FM) and staff. Examines all areas to determine the effectiveness of procedures and also determines if supervisors are recording quality data upon which accurate management conclusions and decisions are based. Researches, develops, modifies, and maintains qualitative standards for use in evaluating and monitoring performance indicators. Uses verifiable and objective measures and develops statistically reliable and valid measures whenever possible. Provides technical internal control advice on military pay, civilian pay, travel pay, disbursing and collection, accounting, vendor and contract pay, budget, and systems administration. Maintains a schedule of all reports, audits, inspections, and internal control reviews.

2. Independently conducts various reviews to assess organizational performance. Manages self-inspection programs. Examines all pay-related and accounting and financial functions to ensure internal accounting systems and administrative controls are sufficient to reasonably ensure all obligations and payments comply with applicable laws. Ensures funds are safeguarded against waste, loss and misappropriation, and all remittances and payments are properly accounted. Reviews military pay vouchers, travel payments, and entitlement documents to ensure supporting documents are applicable and valid. Perform post-audit voucher review. Works closely with the financial management staff to extract needed information for targeting and studying suspected potential weaknesses. Identifies existing and potential material weaknesses and works with affected officials to develop a schedule of corrections. Understands and identifies material weaknesses in this context relate to the monetary value and the perceived command, public, or political sensitivity associated with a particular function. Monitors access levels and dual access to financial systems and prepares or oversees the preparation of all internal control reports. Examines all functional areas and determines the effectiveness of procedures, the integrity of financial and accounting data, and other decision-support criteria used by management. Ensures quality assurance standards and internal controls are in place within the comptroller office and reports discrepancies to the FM.

3. Focal point for fraud prevention. Reviews retrieval data provided by the local systems branch to screen for any unauthorized access level or dual access between the payable systems and the general accounting system. Reports discrepancies to the FM for further research.

Based on general supervisory guidance, reviews and coordinates, with management and affected supervisors, new or modified applications affecting automated systems. Identifies needed system changes and conducts system change tests to ensure changes produce the desired matches such as, duplicate payments, collections, and reconciliations. Responsible for analyzing findings and recommendations. Reports discrepancies to the FM.

Gathers data, tracks discrepancies, prepares trend charts, and facilitates discussions with personnel at financial or QA meetings. Ensures all open discrepancies are consistently and aggressively addressed and resolved through completion. Prepares monthly Discrepancy Tracking Report to management for review.

Cross-feeds various reports and bulletins, on a routine basis, through various electronic communications such as, emails and websites throughout the Wing financial management community.

4. Facilitates monthly QA meetings and prepares minutes.

Based on study results, determines need for refresher and supplementary training. Develops, schedules, and conducts training.

5. Perform other duties 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

This position is subject to provisions of the DoD Priority Placement Program

Employee may be required to work other than normal duty hours, to include evenings, weekends and/or holidays

Qualifications

This position is a Financial Management Level 2 Certified position IAW the National Defense Authorization Act 2012, Public Law 112-81, Subtitle F-Financial Management Section 1599d. As a condition of employment, the employee must complete the financial

management certification within 24 months of appointment.

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:

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

Financial Management Certification Requirements:

The certification will not be used as a mandatory requirement in DoD hiring systems. A member who is not certified may still qualify for a position that requires DoD financial management certification as a condition of employment. The most qualified individual will be selected for a position.

Members of the financial management workforce are required to participate in the Financial Management Certification Program; therefore, achieving certification is a condition of employment. Members of the financial management workforce must achieve the appropriate certification level for their positions within 2 years of notification of applicable certification requirements or the period of any extension. The financial management certification program supports the professional development of the financial management workforce and provides a framework for a standard body of knowledge across all DoD financial business programs.

The financial management certification requirements will vary for positions dependent on the complexity and responsibility of the positions' financial management supervisory and non-supervisory business programs.

Financial management certification requirements are in the conditions of employment and notes in the position description.

Supervisors of financial management coded positions coordinate with the component administrator and component certification authority to determine financial management certification requirements of employees occupying financial management coded positions.

This position is a Financial Management Level 2 Certified position IAW the National Defense Authorization Act 2012, Public Law 112-81, Subtitle F-Financial Management Section 1599d. As a condition of employment, the employee must complete the financial management certification within 24 months of appointment.

Education

Substitution of Education for Specialized Experience. To qualify for the National Guard GS-0501 Title 5 Excepted Service positions, on the basis of completed undergraduate or graduate education, the awarded college degree should be in one of, or be a combination of the following disciplines: Accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management.

AS A GENERAL RULE, ONE QUARTER COLLEGE CREDIT HOUR EQUALS .67 SEMESTER COLLEGE CREDIT HOUR.

For example, to compute the number of semester hours an applicant earned, after he/she successfully completed 36 quarter credits in accounting discipline courses by:

1. Use the data point of .67 to compute Quarter Hours into Semester Hours:

$$36 \text{ Quarter Hours} \times .67 \text{ Semester Hour} = 24 \text{ Semester Hours.}$$

OR

2. May compute the number of semester hours an applicant has earned, after he/she successfully completed 36 quarter credits in accounting discipline courses:

$$36 \text{ Quarter Hours} / 1.5 = 24 \text{ Semester Hours.}$$

Hint: Whether you are converting Semester Hours into Quarter Hours; or, Quarter Hours into Semester Hours, the applicable computation data points are correct.

IF USING EDUCATION TO QUALIFY: If position has a positive degree requirement or education forms the basis for qualifications, you **MUST** submit transcripts with the application. Official transcripts are not required at the time of application; however, if position has a positive degree requirement, qualifying based on education alone or in combination with experience, transcripts must be verified prior to appointment. An accrediting institution recognized by the U.S. Department of Education must accredit education.

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying.

"Operation of the DoD Financial Management Certification Program", members of the finance workforce are required to participate in the Certification Program that directs certification levels and continuous education and training studies. The certification requirements are conditions of continued employment for financial management workforce employees. Employees must obtain the appropriate certification levels for their positions within 24 months after initial assignment; and, employees must maintain the positions' continuous training and education studies, as identified for each certification level, during the defined 24 month period.

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:

OTHER SIGNIFICANT FACTS:

1. Must be able to obtain and maintain the appropriate security clearance of the position.
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. May occasionally be required to work other than normal duty hours; overtime may be required.
5. 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.
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."

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):

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.

- <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/12366043>.

Required Documents

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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 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

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/783399000>