

**Job Announcement Number**

NE-11572320-TR-22-025

## Overview

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**Job Title**

FISCAL SYSTEMS ANALYST

**Agency**

Army National Guard Units

**Open & Closing Dates**

07/18/2022 to 08/01/2022

**Salary**

\$54,727.00 to \$71,146.00 Per Year

**Locations**

1 vacancy - Lincoln, Nebraska

**Telework Eligible**

Yes

**Relocation Expenses Reimbursed**

No

**Work Schedule**

Full-time

**Promotion Potential**

11

**Supervisory Status**

No

**Drug Test**

No

**Trust Determination Process**

None

**Department**

Department of the Army

**Hiring Organization**

N/A

**Application Count**

N/A

**Pay Scale & Grade**

GS-9

**Remote Job**

No

**Travel Required**

Yes: You may be expected to travel for this position.

**Appointment Type**

Permanent

**Service**

Excepted

**Job Family (Series)**

0501 - Financial Administration And Program

**Security Clearance**

Secret

**Position Sensitivity And Risk**

None

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## Summary

**Summary**

This National Guard position is for a FISCAL SYSTEMS ANALYST, Position Description Number **T5128000** and is part of USPFO-PAY BRANCH, Nebraska Army National Guard.

**View full PD:**[https://acpol2.army.mil/ako/fasclass/search\\_fs/search\\_fs\\_output.asp?ccpo=NG&jobNum=T5128000&id=847495](https://acpol2.army.mil/ako/fasclass/search_fs/search_fs_output.asp?ccpo=NG&jobNum=T5128000&id=847495)

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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**

The public

**Hiring Paths Clarification Text**

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO: AREA 3: Public, Veterans, Reserve & National Guard Military Members, Former and Current Federal Employees. This vacancy is concurrent with the Staff Accountant position, GS-0510-11, Vacancy NE-11572329-TR-22-026. There is only one vacancy for both announcements and selection will be determined by the eligibility and qualifications of the applicants.

# 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 FISCAL SYSTEMS ANALYST, GS-0501-9, duties include:

### POSITION DUTIES:

**Purpose:** It is used as an interim position for an incumbent that is participating in a training program that will result in the incumbent's full qualification for a **Staff Accountant position, GS-0510-11**. Its purpose is to perform review and analysis of the various procedures used in administering and operating the fiscal control systems of the state and to identify, determine the cause of, and recommend corrective action to resolve difficulties, problems, and inefficiencies within those systems.

### MAJOR DUTIES:

1. Plans, coordinates and performs comprehensive reviews, special studies, and selective internal examinations of USPFO functions pertaining to Military and Civilian Pay, Commercial Accounts, and Travel (military, civilian, and dependent). Applies a knowledge of military and civilian pay entitlements and allowances and military and civilian travel entitlements; knowledge of the USPFO organization, mission, and functions; a thorough understanding of management, organization, and resources utilization policies and principles, and knowledge of review and analysis techniques including statistical sampling techniques and procedures. Identifies such problems as document flow and controls, inaccurate records and reports, regulatory compliance, conflicts with regulatory guidance, and correctness of payment and accounting for public funds. Analyzes and evaluates findings, determines types of corrective/ improvement actions needed, and develops formal reports for submission to the Financial Manager. Recommends changes to procedures and practices covering all functional areas, additional training, and changes in the utilization of resources.
2. Confers with representatives of other local offices/directorates to resolve USPFO problems attributable to functions under their jurisdiction. Confers with representative of higher headquarters or other agencies to coordinate scheduled assistance visits, furnish requested data or information concerning completed or ongoing local reviews/projects, respond to questions, provide on-site assistance, discuss identified but not fully resolved problems, and obtain additional information to accomplish required/recommended actions and/or future program efforts.
3. Reviews and analyzes reports received (AAA, DA, GAO, IG, NGB, USAFAC, and local Internal Review Office), including reports produced by automated systems (NAGFACTS, JUSTIS, ADAPS, PBAS, JUMPS-RC, etc.) and advises the Financial Manager improvement with supervisors and program managers of the systems being analyzed and local management information systems personnel. In coordination with them, provides technical advice and assistance to the USPFO in internal matters involving regulatory requirements, statutory provisions, procedures, systems, or problems arising from changes in mission, programs or organizational structure. Monitors and assists in implementation of approved and directed procedural changes. Evaluates proposed regulatory changes and employee suggestions referred by the USPFO and provides comments and recommendations.
4. 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

## Qualifications

**As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.**

**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 Personnel Security Manager - benjamin.p.stewart4.mil@army.mil; 402-309-8319**

**GENERAL EXPERIENCE:** Must be certified at the next higher level before being eligible for merit promotion consideration to the GS-0501 graded-position and, must have a minimum of one year on-the-job experience in the grade immediately below the next higher level. However, a new hire federal civilian service program applicant should have competent experiences that are equivalent or commensurate to the financial administration program business with demonstrated understandings of the program's principles and concepts defined by the applicable NG Title 5 Excepted Service Series GS-0501 position descriptions' resulting job analysis information and crediting plan data.

**SPECIALIZED EXPERIENCE:** To qualify for hire consideration into the ARNG USP&FO position located in the JFHQ-State USP&FO, the applicant must be eligible for entry into the position's financial management certification career program based on the position's GS grade before final approval and appointment is processed. The applicant must have at least three months of basic finance program training that provided knowledge of financial principles and procedures. The applicant must have a basic understanding of the basic principles and concepts of the National Guard financial business program requirements. The applicant must have at least 12 months of finance program experiences and competencies that provided knowledge of financial principles and procedures. The applicant must have an understanding of the basic principles and concepts of the National Guard financial business program requirements. An applicant must have experiences and training that demonstrate his or her capabilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. For the ARNG USP&FO Fiscal Systems Analyst position, GS-0501-09, an applicant must have knowledge of the various procedures used to administer and operate the fiscal control systems. In addition, requires the capabilities to identify system concerns and the skills to analyze and recommend corrective actions to resolve discrepancies within the financial systems. Must have a working skill in the USP&FO functions pertaining to Military and Civilian Pay, Commercial Accounts, and Travel (military, civilian, and dependent).

#### **QUALITY OF EXPERIENCE**

Qualification factors include education, experiences, and competencies in the Title 5 Excepted Service Financial Administration and Program Series GS-0501. An applicant's competencies are evaluated on the basis of specialized experiences earned through private and public sector agencies.

The applicant's resume package may include military service experiences and/or civilian experiences; military and/or civilian performance reports; training certificates; and, official college transcripts. The resume must clearly demonstrate possession of the competencies needed to fully perform the Series GS-0501 work, as defined in the applicable position description's specified grade, certification, duties, and responsibilities.

#### **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.

#### **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. 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. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.

3. Irregular and overtime hours may be required to support operational requirements or contingencies.

\*\*\* "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." \*\*\*

### **Benefits Link**

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

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## **How You Will Be Evaluated**

### **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):

Advanced Financial Management, Concepts, Policies, and Principles of Finance, Integrity/Honesty, and Teamwork

### **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.

Read more on Veterans' Preference at: <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/11572320>.

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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

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### 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

Larry Martin  
Phone: 402-309-8184  
Email: [larry.w.martin2.civ@army.mil](mailto:larry.w.martin2.civ@army.mil)

### Agency Information

NE USPFO  
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 Eligible
2. Highly-Qualified Non-Preference Eligible
3. Well-Qualified Preference Eligible
4. Well-Qualified Non-Preference Eligible
5. Qualified Preference Eligible
6. Qualified Non-Preference Eligible

\*\* This vacancy is concurrent with the **Staff Accountant position, GS-0510-11, Vacancy NE-11572329-TR-22-026**. There is only one vacancy

for both announcements and selection will be determined by the eligibility and qualifications of the applicants.

**\*\*If a fully qualified applicant is selected for the Staff Accountant position, GS-0510-11, Vacancy NE-11572329-TR-22-026THIS ANNOUNCEMENT WILL BE CANCELLED.**

INDIVIDUAL SELECTED AS A **GS-09** TRAINEE MAY BE PROMOTED TO **GS-11** UPON COMPLETION OF THE FOLLOWING: (1) 12 MONTHS OF EXPERIENCE APPOINTED IN THE POSITION; (2) COMPLETION OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP); AND (3) COMPLETION OF A CLASSIFICATION REVIEW. INDIVIDUAL MAY BE PROMOTED WITHOUT FURTHER COMPETITION WHEN QUALIFIED AND RECOMMENDED BY THE SELECTING OFFICIAL; (4) MUST MEET THE EDUCATIONAL REQUIREMENTS. HOWEVER PROMOTION IS NOT GUARANTEED. APPLICANTS MUST INDICATE ON THEIR APPLICATION THE LOWEST GRADE FOR WHICH THEY WISH TO BE CONSIDERED.

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## Release URL

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Release URL

N/A