

## Job Announcement Number

NE-11572329-TR-22-026

# Overview

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### Job Title

STAFF ACCOUNTANT

### Agency

Army National Guard Units

### Open & Closing Dates

07/18/2022 to 08/01/2022

### Salary

\$66,214.00 to \$86,074.00 Per Year

### Locations

1 vacancy - Lincoln, Nebraska

### Telework Eligible

Yes

### Relocation Expenses Reimbursed

No

### Work Schedule

Full-time

### Promotion Potential

None

### 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-11

### Remote Job

No

### Travel Required

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

### Appointment Type

Permanent

### Service

Excepted

### Job Family (Series)

0510 - Accounting

### Security Clearance

Secret

### Position Sensitivity And Risk

None

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# Summary

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

This National Guard position is for a STAFF ACCOUNTANT, Position Description Number **T5138000** 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=T5138000&id=847877](https://acpol2.army.mil/ako/fasclass/search_fs/search_fs_output.asp?ccpo=NG&jobNum=T5138000&id=847877)

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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 Fiscal Systems Analyst position, GS-0501-09, Vacancy NE-11572320-TR-22-025. There is

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

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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 STAFF ACCOUNTANT, GS-0510-11, duties include:

1. Plans, coordinates, and conducts an annual written Operational Review Program (ORP). The ORP encompasses reviews of all functional finance and accounting operations. Determines the objectives and scope of all reviews and audits. Prepares a written plan for the conduct of each review or audit. Analyzes each functional area within the Comptroller Division. Develops findings, determines and facilitates required corrective actions, and provides formal written reports to the Financial Manager (FM). Performs follow-up reviews to assure corrective action has been taken. Conducts special or quick reaction assessments of potential systemic weaknesses and highly vulnerable processes or systems; and provides special or quick reaction assessments that supplement and enhance detailed analysis of the functional areas and systems. Recommends changes to finance and accounting procedures and practices throughout the state. Annually performs an analysis of the overall effectiveness of finance and accounting operations. (30%)
2. Serves as the division's primary point of contact for the Management Control Program. Ensures management controls are in place and effective. Prepares Management Control Evaluation Certification Statements for the division's portion of the Management Control Plan. (30%)
3. Continually assesses and evaluates the effectiveness of finance and accounting operations through the review of standard performance management metrics. Assesses the indicators and identifies operational areas currently not meeting performance goals as established within the ORP Plan. Assists Comptroller personnel in establishing and implementing methods or procedures to detect, prevent and resolve operational deficiencies. Identifies trends and specific problem areas as well as root causes of operational deficiencies. Performs follow-up reviews ensuring corrective actions produce the desired program results. (20%)
4. Reviews and analyzes a wide variety of reports including reports produced by NGB standard and local automated systems. Based on this analysis, advises the FM of actions required or recommended. Discusses system or procedural problems and areas of potential improvement with various system supervisors, Program Managers (PMs), and local management information systems personnel. Provides technical advice and assistance to the FM and the USPFO on internal matters involving statutory provisions, regulatory requirements, procedures, systems, or problems arising from changes in mission, programs, and/or organizational structure. Monitors the implementation of approved and directed procedural changes. Evaluates proposed regulatory changes and employee suggestions and provides comments and recommendations. (20%)

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
- Possess a valid state driver's license to operate motor vehicles.
- Complete all Financial Management Program requirements in order to obtain/maintain a FMC Level 3.

### 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:** meet one of the following Basic requirements for this position? (Transcripts MUST be submitted and all supporting experience must be reflected in resume.)

1. **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.")  
OR
2. **Combination of education and experience:** at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
  1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
  2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
  3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal non conformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

**SPECIALIZED EXPERIENCE:** Must Possess at least 24 months of accounting experiences and competencies that provided knowledge of principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the accounting business program requirements. Experiences and training that demonstrate the ability to conduct accounting business in accordance with directives and policies; the ability to study and evaluate the existing internal control systems to determine the level of reliability; and, the skills to determine the appropriate procedures needed to validate system reliability. Must have the ability to obtain sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide a reasonable basis for an opinion regarding the activity under examination. Experiences and education must demonstrate his or her ability to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0510-11 position, dependent on the position's certification level, the employee must complete the financial management requirements for certification within 24 months of appointment to the position.

**QUALITY OF EXPERIENCE:** Qualification factors include education, experiences, and competencies in the Accounting Program Series GS-0510. A candidate's competencies are evaluated on the basis of specialized experiences earned through private and public sector agencies. The candidate's resume package may include civilian experiences and/or military service experiences; performance reports; training certificates; and, must include official college transcripts. The resume must clearly demonstrate possession of the competencies needed to fully perform the Series GS-0510 work, as defined in the applicable position description's specified grade, certification, duties, and responsibilities.

## Education

There is an education requirement for this position listed under Experience requirements. Transcripts MUST be submitted to verify applicants meet these requirements

## 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 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. 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.

\*\*\* "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

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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):

Accounting Analysis, Customer Service, and Financial Concepts, Policies, and Principles

### 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.

Read about Veterans' Preference here: <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/11572329>.

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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

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

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## Release URL

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N/A