

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

7 January 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-004

POSITION: Quality Assurance Analyst (D2214000) (GS-0501-09/11) EXCEPTED POSITION

LOCATION: 101st ARW, Comptroller, Bangor, Maine

SALARY RANGE:

\$48,968 to \$63,654 per annum GS-09

\$59,246 to \$77,019 per annum GS-11

CLOSING DATE: 22 January 2016

AREA OF CONSIDERATION: AREA I- Consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted Technicians and personnel with reemployment rights to MeANG positions.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training in administrative, professional, technical, investigative, financial or other responsible work requiring analyzing problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months of experience for the GS-09 level and thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of commonly used financial control system regulations, policies, and procedures.
2. Skill in managing, analyzing, organizing, and preparing reports.
3. Skill in correcting coding or other errors that result in computer generated rejects.
4. Skill in preparing and presenting findings and recommendations.
5. Skill in application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

GS-11

1. Knowledge of applicable laws, policies, regulations, and internal control programs is necessary to ensure that review coverage is appropriate in meeting established objectives.
2. Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness and efficiency of financial operations; reliability of financial reporting; and, compliance with applicable laws and regulations.
3. Knowledge of analytical and evaluative methods and techniques in order to research, develop, modify and maintain qualitative standards, develop statistical measures; and to identify, establish, and monitor trends.
4. Skill in conducting studies and investigations, problem analysis, and determining the effectiveness of procedures and evaluating quality data upon which accurate management conclusions and decisions are based.
5. Knowledge of administrative regulations and operating procedures to perform management studies, identifies potential problem areas, and recommends changes in existing management systems or operations.

NOTE: This is a Financial Management Certified position IAW the National Defense Authorization Act 2012, PL 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program.

COMPATIBILITY CRITERIA: AFSC: 6FXXX

NOTE: Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT:

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION:

Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 430-6013/COM (207) 626-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE DIRECTOR OF HUMAN RESOURCES:

//s//
LISA M. SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

This position is located in the Air National Guard (ANG), Comptroller office. The purpose of this position is to plan, coordinate, and perform comprehensive reviews, special studies and selective internal examinations of base level financial management programs.

MAJOR DUTIES:

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. Ensures effective and efficient quality standards and internal controls are in place at base level operations. Ensures the unit is performing in accordance with established standards. 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. (40%)

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. (30%)

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. (5%)

4. 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.(5%)

5. 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. (5%)

6. 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. (5%)

7. Facilitates monthly QA meetings and prepares minutes. (5%)

8. Based on study results, determines need for refresher and supplementary training. Develops, schedules, and conducts training. (5%)

9. Performs other duties as assigned.