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

26 February 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-026**

*****INDEFINITE*****

**POSITION:** Financial Management Technician (D2151000) (GS-0503-06/07/08) EXCEPTED POSITION

**LOCATION:** 101st Comptroller FLT, Bangor, Maine

**SALARY RANGE:**

| | |
|---|---|
| $35,256 to $45,828 per annum | GS-06 |
| $39,179 to $50,932 per annum | GS-07 |
| $43,389 to $56,406 per annum | GS-08 |

**CLOSING DATE**: 13 March 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted **(E-6 and Below)** Technicians in the Maine Air National Guard.

**AREA II** - All Enlisted **(E-6 and Below)** of the Maine Air National Guard.

**AREA III** - Enlisted **(E-6 and Below)** eligible for membership in the Maine Air National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

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

**GENERAL EXPERIENCE**: Experience, education or training which demonstrates the applicants ability to read and apply a practical knowledge of procedures and established methods; and skill in dealing with others in person-to-person work relationships.

**SPECIALIZED EXPERIENCE:** Must have nine (9) months experience for the GS-06 level, twelve (12) months experience for the GS-07 level or eighteen (18) months experience for the GS-08 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

## GS-06

1. Knowledge of more than one automated database associated with travel, accounts payable, military and technician pay processing.

2. Ability to conduct research involving reconciliation discrepancies, and apply a variety of financial methods to resolve the discrepancies.

3. Skill in doing thorough accurate work that requires a logical sequence of steps.

4. Ability to analyze and interpret rules, regulations, and procedures.

5. Ability to communicate with others effectively both orally and in writing.

## GS-07

1. Ability to analyze complex financial problems and follow procedures, policy and legal decisions to work out and resolve issues.

2. Ability to determine appropriate pay, allowances and entitlements resulting from multiple military and civilian statuses.

3. Knowledge of computer master file systems, document processing, modifying records and the effects of transactions on existing records while protecting historical data.

4. Skill in interpreting report data to identify problems, determine nature of the issue, designing new ad hoc reports or modifying standard financial/management reports to obtain necessary data.

5. Ability to communicate with others effectively both orally and in writing.

## GS-08

1. Knowledge of Grants and Cooperative Agreement regulations and guidelines.

2. Ability to review cash collection processing documents for completeness, verifying the accuracy of the accounting classifications and deposit of funds to the Federal Reserve.

3. Knowledge of databases associated with specific accounting, budget, and financial management function sufficient to input a range of standard information or adjustments.

4. Ability to determine appropriate pay, allowances and entitlements resulting from multiple military and civilian statuses.

5. Skill in interpreting report data to identify problems, determine nature of the issue, designing new ad hoc reports or modifying standard financial/management reports to obtain necessary data.

6. Knowledge of travel, DTS and vendor pay sufficient to perform audit and certification of documents.

7. Ability to communicate with others effectively both orally and in writing.

**COMPATIBILITY CRITERIA: AFSC:** 6F0X1 **NOTE**: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

**MILITARY ASSIGNMENT: 6F0X1**

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full time study or 30 semester hours, or the equivalent) for 12 months of the required experience. **You must provide a copy of your transcript to receive consideration for substitution of specialized experience.**

**INCENTIVE PROGRAM:** Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**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 626-6017 / COM (207) 430-6017  FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

//s//
CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Air National Guard (ANG) Flying Wing, Comptroller Flight, Financial Management Section. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. Incumbent uses complete understanding of interrelated systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

b. DUTIES AND RESPONSIBILITIES:

(1) Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Balances all Program Managers' accounts with the federal database of record.

(2) ) Performs in-depth analysis on complicated pay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems. Develops variations in approaches to fit specific problems or deals with incomplete, unreliable or conflicting data in the process of work performance in order to validate transactions and resolve inconsistencies.

(3) Analyzes particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and, applies pertinent Fiscal Laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Performs research on many different and unrelated processes and methods relating to financial transactions for analysis of complex and unusual financial transactions. Analyzes results, applies personal initiative and judgment to make recommendations, which may result in changing guidelines affecting internal, state, and National Guard Bureau (NGB) level processes and procedures.

(4) Analyzes and resolves tax processing problems based on airmen inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collection. Ensures complex tax issues involving tax documents, Do It Yourself (DITY) moves, and Relocation Income Tax Allowance (RITA) payments, are accomplished accurately and timely.

(5) Interprets data to identify problems, determines nature of the problem or issue, decides approaches to resolve issues, and recommends solutions for systemic changes to enhance operations. Uses independent judgment to reconstruct incomplete files and accounts; devises

more efficient methods for procedural processing, gathers and organizes information for inquiries, or resolves problems referred by others. Interprets user requirements in order to design new ad hoc reports or modifications of standard financial and management systems. Seeks positive results from regulatory, system, or force structure changes.

(6) Incumbent researches, interprets, analyzes, and applies regulations, policies, procedures, and legal decisions to work and/or resolve complex fiscal issues/problems regardless of the technical difficulties encountered. Uses originality to sort complicated factual information regarding public law, Fiscal Law, Department of Defense (DoD), Department of the Air Force, National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations, Standard Operating Procedures, Comptroller General Decisions, and policies/issuances to apply a variety of methods and execute the full range of financial management services.

(7) Performs or conducts research, investigates and solves problems involving discrepancy reconciliations of (Electronic Funds Transfer rejects, pay/personnel or 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. Sorts complicated factual information and applies a variety of financial methods to resolve issues. Makes independent decisions regarding processes involving unusual circumstances or conditions. Develops variations in approaches to fit specific functions while often encountering incomplete, unreliable or conflicting data in the process of work performance. Applies accounting methods, procedures, and techniques to conduct difficult and in-depth analysis. Validates transactions and performs research to resolve inconsistencies.

(8) Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; for example, Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Defense MilPay Office (DMO), Reserve Travel System (RTS), Air Reserve Order Writing System (AROWS), and Defense Travel System (DTS). Applies a series of different and unrelated methods, processes, and techniques involving established financial management systems. Analyzes and develops a variety of new or established techniques and methods to evaluate alternatives and arrive at decisions, conclusions, and recommendations that enhance operations.

(9) 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, Annual Training, Active Duty for Training, Active Guard and Reserve, and Active Duty for Operational Support (ADOS). Executes unique and special pay and entitlement actions in order to provide the appropriate entitlements, such as Base Pay, Basic Allowance, Housing, Basic Allowance, Hazardous Duty Pay, Hostile Fire Pay, Combat Zone Tax Exclusion, Special Duty Assignment Pay, Student Loan Repayment Program, Incentive Pay, Invitational Travel Authorization, Jury Duty, Child Support, Wage Garnishments, Allotments, Survivor Benefits, and other monetary incentives such as, Jump Pay, Medical Pay, Flight Pay, and Foreign Language Proficiency Pay.

(10) Analyzes and processes transactions directly with U.S. Treasury and local financial institutions to ensure credits and collections are accomplished in a timely manner in accordance with law, regulation and policy.

(11) Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes while protecting historical data. Ensures accuracy of modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out-of-service debts or other actions involving complicated adjustments. Uses different procedures, as

transactions are not completely standardized, or transactions are interrelated with other systems, that require coordination with other personnel or staff, both internal and external to the organization. Determines appropriate travel entitlements for multiple duty statuses and situations including Temporary Duty (TDY), local travel, and Permanent Change of Station (PCS).

(12) Determines appropriate payments to vendors by applying Prompt Payment Act, tax law, contract law, account code structure, invoice processes, and Grants and Cooperative Agreement regulations and guidelines.

(13) Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances.

(14) Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports.

(15) Responds to requests for assistance/information from multiple sources, to include airmen, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors. Trains customers on pay and travel entitlements and associated systems, processes and reports. Applies principles and practices involving data protected under the Privacy Act.

(16) Performs other duties as assigned.