

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

26 March 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-036**

**POSITION:** Staff Accountant (D1577000) (GS-0510-09/11) EXCEPTED POSITION

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

**SALARY RANGE:**

\$47,448 to \$61,678 per annum GS-09

\$57,408 to \$74,628 per annum GS-11

**CLOSING DATE:** 09 April 2013

**AREA OF CONSIDERATION:** Consideration will be given to all qualified permanent and indefinite MeANG Enlisted Technicians who apply.

**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 GS-09 or GS-11 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 how they meet the Basic Requirements and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**BASIC REQUIREMENTS (for all grades):**

**(Applicants MUST submit proof of education)**

- A. 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

- B. 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 nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

**In addition to the Basic Education Requirements, the following Specialized Experience is required:**

**GS-09 SPECIALIZED EXPERIENCE:** One (1) year of experience equivalent to GS-07.

**GS-11 SPECIALIZED EXPERIENCE:** One (1) year of experience equivalent to GS-09.

Specialized experience must have required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Skill in applying professional and comprehensive knowledge of the theories, practices, methods, and concepts of accounting techniques to conduct on-site reviews designed to identify policy, procedural, and situational weaknesses and strengths of each functional area.
2. Skill in planning, coordinating, and conducting a self-inspection program and a comprehensive quality assurance program.
3. Knowledge of applicable laws, policies, and regulations and internal control programs to ensure that review coverage is appropriate in meeting established objectives.
4. Ability to serve as the primary source of expertise on matters regarding automated financial systems.
5. Knowledge to independently plan and conduct functional area reviews and the ability to gather, organize, consolidate, analyze accounting data, and separate essential from non-essential information.
6. Ability to develop findings and/or reports that clearly identify operational problems and trends; develop alternatives or solutions to resolve conflicting goals and objectives; and monitor the resolution of problem areas and correction of deficiencies identified.

**COMPATIBILITY CRITERIA:** 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: 6F071**

**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](mailto: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/Commanders 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 HUMAN RESOURCES OFFICER:

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

D1577000

#### INTRODUCTION:

This position is located at an Air National Guard (ANG) Wing, Financial Management (FM). The purpose of this position is to serve as a Staff Accountant with responsibility for planning, coordinating, and performing comprehensive quality assurance reviews, special studies, and selective internal examinations of base level accounting and financial management programs. Work involves preparing, analyzing, interpreting, presenting, and advising on accounting and financial data. The incumbent concurrently organizes and administers the operation of automated financial systems in support of financial management functions. The work requires a professional knowledge of accounting theories, principles, and practices. Duties performed are in support of state and Federal ANG operations, training, and readiness missions.

This position requires military membership. It is designated for ANG Enlisted incumbents only. Incumbent performs duties necessary to accomplish functions in support of programs essential to ANG daily operations, training, and readiness missions.

#### DUTIES:

-- Provides administrative oversight, and carries out the requirements of a quality assurance and internal review program. Provides technical assistance and advice to the Financial Manager, staff, and other interested parties.

-- Independently conducts various internal control reviews to assess organizational performance. Oversees, establishes, and maintains self-inspection programs and a comprehensive quality assurance plan. Examines financial management functions to ensure internal accounting systems and administrative controls are sufficient to confirm that obligations and disbursements comply with applicable laws, and that funds are safeguarded against waste, loss, and misappropriation. Reviews accounting and pay documents, travel vouchers, and vendor payments to ensure supporting documentation is proper and valid. Performs post-audit voucher reviews.

- Serves as the primary source of expertise on matters regarding automated financial systems. Interfaces with various on-base and off-base personnel regarding financial systems.
- 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 FM.
- Analyzes and measures the effectiveness and efficiency of financial operations; reliability of financial reporting; compliance with policies, regulations, applicable laws and guidance; and ensures that internal controls are in place.
- Researches, develops, modifies, and maintains qualitative and quantitative standards for use in evaluating and monitoring performance indicators. Develops statistically reliable and valid metrics using verifiable and objective data.
- Works closely with the FM staff to target areas for study and review. Identifies existing and potential material weaknesses and works with affected personnel to develop a process of corrections. Material weaknesses in this context relate to both the monetary value and the perceived command, public, or political sensitivity associated with a particular function. Maintains a schedule of all reports, audits, inspections, and internal control reviews.
- Serves as focal point for fraud prevention within the FM. Reviews data to screen for any unauthorized access level or “dual access” between the pay systems and the General Accounting and Finance System. Reports discrepancies to upper level management for further research.
- Identifies the need for systems changes and conducts tests to ensure changes produce the desired results (e.g., no duplicate payments, collections, reconciliation, etc.). Responsible for analyzing findings and providing recommendations.
- Gathers data, records discrepancies, prepares exhibits, and facilitates discussion at monthly quality assurance meeting and prepares minutes. Ensures all open discrepancies are aggressively worked until completion. Prepares monthly Discrepancy Tracking Report for management review.
- Serves as the Work Group Manager (WGM) for FM, in support of the Local Area Network (LAN), mainframe access, Internet services, and end-user software. Determines the appropriate use of financial system resources (e.g., equipment layout, automated systems design, web-based development, and impact of implementation) and appropriate action plans. Incumbent is responsible for designing and maintaining the FM web page.
- Cross-feeds various reports and bulletins on a routine basis through various electronic communications (e.g., e-mail, websites, etc.), throughout the FM community.
- Develops and monitors the internal recognition program and assists the FM in nominating deserving personnel for local and higher headquarters awards.

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

-- Performs other duties as assigned.