

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

04 December 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-120

POSITION: Accounting Technician (D1984000) (GS-0525-06/07/08) EXCEPTED POSITION

LOCATION: USPFO, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$34,907 to \$45,376 per annum **GS-06**

\$38,790 to \$50,431 per annum **GS-07**

\$42,960 to \$55,844 per annum **GS-08**

CLOSING DATE: 08 January 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Army National Guard.

AREA II - All Enlisted of the Maine Army National Guard.

AREA III - Enlisted eligible for membership in the Maine Army 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.

QUALIFICATIONS: This position may be filled at the GS-06, GS-07 or GS-08 grade. If filled at the GS-06 or GS-07 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 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 involving arithmetic principles, attention to detail, and application of established procedures for recording and compiling data. Experience using computer and automation systems.

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. Ability to analyze the interrelationships of accounts affected by varied transactions.
2. Ability to plan, organize and coordinate work.
3. Ability to interpret and apply a variety of accounting regulations and guidelines.
4. Knowledge general fund accounting methods.
5. Ability to provide customer service in a timely manner.

GS-07

1. Ability to analyze the interrelationships of accounts affected by varied transactions.
2. Ability to plan, organize and coordinate work.
3. Ability to interpret and apply a variety of accounting regulations and guidelines.
4. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
5. Knowledge of procedures to enter, modify, retrieve and delete information in an automated system.

GS-08

1. Ability to analyze the interrelationships of accounts affected by varied transactions.
2. Skill in researching diverse types of financial transactions.
3. Knowledge of fiscal law; DOD, DA, NGB.

4. Skill in balancing Program managers' accounts with both the approved budget and the federal database of record.

COMPATIBILITY CRITERIA: ENL: CMF: 36, 42

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of 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 experience. Each 30 semester hours credited must have included at least six semester hours in Accounting or Statistics courses which are directly related to the Accounting Technician position. **Must provide a copy of transcript to receive consideration for substitution of specialized experience.**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

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:

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

DUTIES:**a. INTRODUCTION:**

This position is located in the US Property and Fiscal Office (USPFO) Comptroller Division, Accounting Services Branch. The purpose of this position is to provide analysis, validation, processing, and correction of financial transactions and issues/discrepancies involving the full range of accounting services. Incumbent uses a complete understanding of inter-related work systems across multiple functional areas and their interoperability to ensure the validity and accuracy of all obligations, disbursements, collections/deposits, and adjustments related to financial records.

b. DUTIES AND RESPONSIBILITIES:

- (1) Performs broad in-depth analysis on multiple management systems and applies this information to complicated precedent type cases to resolve especially difficult and sensitive, out of balance conditions associated with processing actions within accounting systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Reconciles accounting and budget data with Program Managers and the USPFO Deputy Financial Manager/Budget Officer. Balances all Program Managers' accounts with the federal database of record.
- (2) Performs fact finding, research, and investigations to identify, analyze and recommend solutions regarding fiscal accounting activity. Analyzes particular facts of fiscal transaction problems/issues; verifies, evaluates, and interprets considerable amounts of 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. Relies often on experience and judgment rather than guides to fill in gaps, identify sources of information, and make working assumptions about what transpired. Applies many different and unrelated processes and methods associated with fiscal transactions to analyze complex and unusual accounting transactions. Responds to customer requests for information/assistance.
- (3) Examines accounts or resolves difficult reconciliations requiring an analysis of adjustments and corrections in accounts. Traces transactions identifying the source(s) of discrepancies, develops corrective actions required to bring accounts into agreement, ensures the accuracy of adjusted accounts, and recommends actions to prevent recurrence of similar discrepancies involving a multiplicity of interrelated systems. Compiles and verifies the accuracy of accounting data to prepare statements and reports, schedules, and comparative analyses of accounting transactions.
- (4) Reconstruct inaccurate accounts, gathers and organizes information for inquiries and resolves problems referred by managers, employees, congressional inquiries, etc. Suggests specific changes to state guidelines themselves, development of control mechanisms, additional training for customers, and specific guidance related to the procedural handling of documents and information.
- (5) Coordinates with internal/external financial/program management personnel to resolve issues and/or prevent accounting errors. Uses initiative to guide and inform and persuade individuals who are

skeptical or uncooperative, in order to provide information, take corrective action, and provide findings, and/or recommendations/solutions to comply with established laws and regulations.

(6) 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 Army (DA), Forces Command (FORSCOM), National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations; Standing Operating Procedures; Comptroller General Decisions; and policies and issuances to apply a variety of methods in order to execute the full range of accounting services.

(7) Uses fiscal accounting and related interfaced systems to provide input/adjustments to the fiscal accounting database of record and the interoperable feeder systems of logistics, contracting, pay, travel, accounts payable, disbursement and interfund automated systems. 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) Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes in existing accounts while protecting historical data. Ensure adjustments relating to account balances, contract modifications, collections, disbursements, garnishments, or other actions involving complicated adjustments are performed accurately and timely.

(9) Schedules, runs, and analyzes various fiscal accounting reports, such as the Master Update Error report, AXol (Government Purchase Card) line of accounting report, and Master Update Listing for the Account Processing Code (APC) candidate file.

(10) Performs other duties as assigned