

Overview

- Agency: Washington Headquarters Services Financial Management Directorate
- Pay scale & grade: GS-5 to -14
- Salary: \$40,883 to 164,102 per Year (depending upon location)
- Appointment type: Direct Hire
- Work schedule: Multiple Schedules
- Location: Pentagon or nearby office spaces in Alexandria, Virginia
- Telework eligible: Yes
- Relocation expenses reimbursed: No
- Open to: U.S. citizens

Summary

This position is located within Financial Management Directorate (FMD), Washington Headquarters Services (WHS).

Selectees will serve as a FINANCIAL MANAGEMENT ANALYST.

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply.

Duties

Incumbent typical work assignments vary according to the grade level and may include duties such as the following, depending upon the sub-organization:

Systems Division

- Serves Financial Management Analyst providing procedural guidance and technical assistance to all WHS Manage Accounts Holders. Plans, monitor, organizes, and assist with System Requirements and Robotic Process Automation (RPA) Operations.
- Coordinates with other teams to develop and report accounting and system metrics to the Director, FMD. Responsible for tasks associated with meeting the requirements of the Chief Financial Officers (CFO) Act.
- Assists and identifies actual or potential problem areas. Develops guidelines and general framework for formulating directorate policies, plans and programs; provides policy interpretations and functional recommendations on diverse system and accounting management issues; and develops recommendations involving substantive impact on policies, procedures, and systems.

Budget Execution Division

- Supports the tri-annual review of un-liquidated obligations for all OSD and WHS allocations.
- Executes budgetary resources assigned and providing expert analysis and research on special areas of concern. Provides OSD customer base technical guidance and advice on all phases of the Planning, Programming, Budget, and Execution Process (PPBES).
- Monitors and controls the receipt of and/or the submission of budget and accounting reports for allocations and allotments for the Office of the Secretary of Defense and Washington Headquarters Services.
- Reviews reports and initiates appropriate corrections to resolve errors and irregularities in reported data.
- Reviews cash, funding, and reporting transactions for accuracy and completeness and prepares all necessary documents to correct or adjust all phases of the affected transaction.
- Serves as a financial management analyst responsible for advising senior management and OSD customers on all WHS managed funding (General and Revolving) and acquisition issues.
- Executes budgetary resources assigned and provides expert analysis and research on special areas of concern.
- Monitors and controls the receipt of and/or the submission of budget and accounting reports for allocations and allotments for the Office of the Secretary of Defense and Washington Headquarters Services.
- Reviews billing, cash, funding, expenditures and reporting transactions for accuracy and completeness and prepares all necessary documents to correct or adjust all phases of the affected transaction.
- Reviews and analyzes the total accounting transaction history for OSD and WHS appropriations accounted for by FMD.

Audit Support & Internal Controls Division

- Serves as a Financial Management Analyst performing a wide range of financial analytic and management functions.
- Responsible for the development and implementation of the agency-wide WHS Audit Readiness Financial Improvement Plan.
- Responsible for the audit preparation and sustainment functions and responsibilities under the auspices of the Division, and compliance assessment for accounting processes, records, reports, and supporting systems to meet audit sustainment and remediation goals.
- Provides financial management services, advice, and assistance to support customers in the application of financial management and accounting theories, concepts, principles, and standards related to the development, execution and maintenance of strategic and operational plans and business coordination impacting FMD.

Financial Management Directorate

- Serves as financial management specialist providing budgetary adviser to management for WHS managed accounts (WHS/OSD) within WHS/FMD Budget Execution Division
- Performs budget execution work that involves preparation/analyses of annual and multi-year budget reports for assigned organizations/programs, as well as consolidated budget reports for the agency
- Prepares and provides special, non-recurring reports needed by management to enhance decision making about major budgetary issues
- Performs budget execution and administration work involving the monitoring of obligations incurred and actual budget expenditures with different sources and types of funding
- Prepares a variety of analyses and reports for review by senior managers that cover the status of funds, expenses, and obligations
- Compares obligations and expenditures and identify over/under obligation of funds.

Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)
- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain a Financial Management certification within two years of entrance of this position IAW Public Law 112-81 and DoD Policy.
- The employee must be able to obtain and maintain a Secret security clearance
- This position may be eligible for 100% Remote Work. Salary will be adjusted after selection is made and will be based on the employee's residence and work location

Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

You may qualify at the GS-05 level, if you fulfill the following qualification requirement:

Three years of general experience – one of which equivalent to the GS-04 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your experience in: 1) Applying general knowledge of a functional area such as financial oversight, budget formulation, and/or budget execution; 2) Performing general administrative support functions; and, 3) Establishing administrative workflow processes.

OR

Education: A four-year course of study leading to a bachelor's degree in relevant areas of study (e.g. Accounting, Business, etc.). Education must have been completed in an U.S. college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education. Transcripts are required at the time of application.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of qualifying experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

You may qualify at the GS-07 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-05 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your experience in: 1) Applying general knowledge of a functional area such as financial oversight, budget formulation, and/or budget execution; 2) Performing general administrative support functions; and, 3) Establishing administrative workflow processes.

OR

Education: One full year of graduate-level education of superior academic achievement through a four-year course of study leading to a bachelor's degree in relevant areas or study (e.g. Accounting, Business, etc.). Education must have been completed in an U.S. college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education. Transcripts are required at the time of application.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of qualifying experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

You may qualify at the GS-09 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-07 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your experience in: 1) Applying general knowledge of a functional area such as financial oversight, budget formulation, and/or budget execution; 2) Performing general administrative support functions; and, 3) Establishing administrative workflow processes.

OR

Education: A master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education in relevant areas of study (e.g. Accounting, Business, etc.). Education must have been completed in an U.S. college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education. Transcripts are required at the time of application.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of qualifying experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

You may qualify at the GS-11 level, if you fulfill the following qualification requirement:

One year of specialized experience in the same or similar work equivalent to at least the next lower grade level (GS-09) requiring application of the knowledge, skills, and abilities of the position being filled. Candidates for this position must clearly demonstrate in their resume that they possess specialized experience in: Applying reasoning and analytical skills to identify and analyze financial management problems as well as the development of solutions to resolve those problems.

OR

Have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree in relevant areas of study (e.g. Accounting, Business, etc.).

OR

Have some specialized or general experience as described in A but less than one year, and have more than two years but less than three years of graduate education as described in B. Compute the percentage of the requirements met. (To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

You may qualify at the GS-12 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-11 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability to 1) providing guidance regarding financial, budgeting, and accounting procedures AND 2) performing administrative and analytical duties related to budget execution and disbursement.

You may qualify at the GS-13 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-12 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability to provide technical expertise to management on Financial Management policies and Financial programs in conjunction with a large multi-year, multi-billion dollar acquisition program.

You may qualify at the GS-14 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-13 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your expert knowledge of Financial Management concepts, policies, practices, procedures, and processes necessary to provide effective program management and recommend resolutions to broad and difficult technical and financial-related policy problems.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

HOW TO DETERMINE CURRENT AND PAST “GRADE LEVEL”: Current Federal employees have a current grade level that is easily determined. For private sector experiences, salary levels may provide an initial indication. You can find pay – by grade – for DC-area employees at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf> .

Factor descriptions at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/0500/g0500pa.pdf> can provide general descriptions of duties associated with various grade levels.

Overall, it makes understanding your resume easier if you include past/current salary information for each experience and/or an indication of your estimate of GS level given duties alongside the hours and month/year information required for each experience in your resume. Further, while not required or a guarantee of success, including language from requisite Factor sections can help certification of your resume.

Education

You must provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

How You Will Be Evaluated

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

REQUIRED DOCUMENTS

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- College Transcript(s), if qualifying based on education.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)

How To Apply

To apply for this position, you must complete and submit the documentation specified in the Required Documents section, above, ALL COMBINED INTO A SINGLE PDF DOCUMENT (single PDF document is necessary to facilitate sharing of application with more hiring managers).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (October 4, 2022) to receive consideration.

It is your responsibility to verify that all information in your resume and documents are legible and accurate.

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. If, and only if, you have not received an email confirming receipt of your application after one week of submission, contact james.w.dillon6.civ@mail.mil. 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 general or targeted notifications regarding the status of your application. Multiple position openings will be filled by this announcement, so you may receive many status updates as the process progresses.