

Financial Services Technician

ARMY NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: New Castle, DE	Salary Range \$38,504.00 to \$61,598.00 / Per Year	Who May Apply United States Citizens
Work Schedule is Full Time - Permanent	Series & Grade GS-0503-06/08	Control Number 440731600
Opened Thursday 6/2/2016 (0 day(s) ago)	Promotion Potential 08	Job Announcement Number TVA #67-16-1720032
Closes Thursday 6/23/2016 (21 day(s) away)	Supervisory Status No	

Job Summary

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your States and your community!

EQUAL OPPORTUNITY EMPLOYER STATEMENT:

The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

NATIONAL GUARD MEMBERSHIP IS REQUIRED:

This is an excepted position that requires membership in a compatible military assignment in the National Guard. The selectee will be required to wear the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement. **For enlistment/appointment information, call 1-800-GO GUARD (Army) or 1-800-TO-GO-ANG (Air).**

This is a Dual Status Excepted Service Technician Bargaining Unit position in the Delaware Army National Guard. Open to all those eligible to become a member of the Delaware Army National Guard.

This position is located at the United States Property & Fiscal Office Comptroller Division, Financial Services Branch. 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 services. Incumbent uses complete understanding of inter-related systems and processes across multiple functional areas and their

ability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

Position Description (PD) Number: D1986000

Open Areas of Consideration: I, II, & III

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA I = All presently employed Delaware Air or Army National Guard permanent federal technicians.

AREA II = All currently active members of the Delaware Air or Army National Guard.

AREA III = All other applicants eligible for membership in the Delaware National Guard.

Duties

(A complete position description is on file in the HRO.)

As a Financial Services Technician, you will:

- Perform in-depth analysis, complicated pay, travel, and accounts payable issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions;
- Research, interpret, analyze, and apply regulations, policies, procedures and legal decisions to work and/or resolve complex financial issues/problems;
- Determine appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses;
- Use computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes which protecting historical data;
- Respond to request for assistance from customer regarding financial processes.
- Performs other duties as required.

Travel Required

- Not Required

Relocation Authorized

- No

Key Requirements

- U.S. Citizenship is required.
- Must be willing to become a member of the National Guard.
- The wear of the military uniform is required.
- Travel may be required for training purposes.
- A formal technical school may be required.
- A pre-placement physical/examination is required for employment.
- Must have or be able obtain a security clearance within one year.

Qualifications

The basic qualification requirements are indicated below. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established Individual Development Plan (IDP) along with the recommendation of the supervisor.

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

SPECIALIZED EXPERIENCE (GS-06): Nine (9) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)

- a. Skill in gathering information and identifying relevant facts.
- b. Ability to apply rules and procedures of a filing system.
- c. Ability to provide basic information, rules, regulations and procedures.
- d. Experience which has provided a knowledge of financial data and skill set to operate automated systems.

SPECIALIZED EXPERIENCE (GS-07): Twelve (12) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)

- a. Ability to evaluate, analyze and summarize financial data.
- b. Ability to communicate with others effectively both orally and in writing.
- c. Knowledge of and skill in accounting and payment principles/procedures, contingency operations, financial management systems, pay and travel entitlements.
- d. Knowledge of and skill in commercial contract payment processing, receiving and invoicing procedures to computer commercial vendor payments.
- e. Ability to analyze and interpret rules, regulations, and procedures.

SPECIALIZED EXPERIENCE (GS-08): Eighteen (18) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)

- a. Knowledge of and skills in the interrelationships of the various financial, personnel and computer file systems, methods, techniques, precedent cases and procedures to resolve especially difficult and/or sensitive problems.
- b. Knowledge of and judgment to reconstruct inaccurate accounts, gather and organize information for inquiries and resolves problems referred by others.
- c. Knowledge of and skills in the procedures and techniques to conduct difficult and responsible analysis and determinations within a complete financial management system to validate transactions and to perform research to resolve inconsistencies.
- d. Knowledge of related financial regulations and rulings covering diverse types of transactions to function as a technical authority to resolve an extensive range of issues or problems.

- e. Skill in researching, interpreting, analyzing, and applying regulations, policies, procedures and legal decisions and issuance regarding the full range of financial and commercial services.
- f. Knowledge of the rules, regulations, pay, and entitlements of excepted service technicians in a military status.

****STATEMENT OF DIFFERENCES****

Duties and responsibilities for the GS-06 & GS-07 are as described in the basic position description for the GS-08. The position has been established at the GS-06 & GS-07 for a temporary period of time to facilitate recruitment. The incumbent selected will perform the duties as described in the basic position description under closer supervision than originally intended. It is anticipated that as proficiency is gain supervisory controls will gradually be lessened and full performance permitted. At such time, recognition will be given to the performance of assigned duties as envisioned in the basic position description.

OTHER REQUIREMENTS: Must have or be able to obtain a Secret Security Clearance within one year for continued employment.

****QUALITY OF EXPERIENCE****

Length of time is not itself qualifying. The applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills, and abilities needed to fully perform the duties of the position.

MILITARY REQUIREMENTS:

This is a Dual Status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Air or Army National Guard.

- **Military uniform is required to be worn.** Acceptance of this position constitutes agreement with this requirement and is a condition of continued employment.

- **Be advised** that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment.

- **Compatibility:** If selected, the individual must be qualified for, or assigned to, a compatible military position in one of the following DMOS/DAFSC specialties **prior to actual placement in the position:**

MOS: 92A/Y/Z, 25B, 51L, & 42A. Member must be MOS Qualified within two years after hire.

- **Applicants are responsible to ensure they meet all military requirements ASVAB and PHULES.** Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements.

Military Grade Limitations:

- **Maximum: E-6/SSG**

Other:

- Participate in Direct Deposit is mandatory.
- A pre-employment physical may be required.
- Must have or be able to obtain a Security Clearance.

Security Clearance

Secret

What To Expect Next

Please follow all instructions carefully. Errors or omissions may affect your qualifications. Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. You will be rated based on your resume, and/or education, and answers to the knowledge, skills and abilities. Once that all the applications have been reviewed a letter will be sent out notifying you of your qualifications status. Candidates will be referred for selection based on Grade and Area of Consideration.

BENEFITS

The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - This Program allows you to pay for certain health and dependent care expenses with pre-tax dollars.

Insurance - The FEHB Program offers over 100 optional plans.

Leave - Most Federal employees earn both annual and sick leave.

Life Insurance - The FEGLI Program offers Basic Life Insurance plus three types of optional insurance.

Long Term Care Insurance - The FLTCIP provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children.

Retirement Program - FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan.

Other Information

****If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.****

****APPLICATIONS MUST BE RECEIVED BY 1630 (4:30 PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY HINDER YOUR CONSIDERATION FOR THIS POSITION.****

To apply for this position, please follow these 4 steps to ensure that your application is submitted correctly:

STEP 1 - RESUME ****When submitting a Resume you can use any resume template format, however, please ensure that you provide the following information within your resume:**

- Vacancy Information:

- Technician Vacancy Announcement Number (TVA#), title and grade(s) for which you are applying.

- Personal Information: *Always make sure this information is current before submitting.*

- Full name (First MI. Last), mailing address (w/zip code) and day/evening telephone numbers (w/area code).
- Social Security Number. (Please note that giving your SSN is voluntary. However, we cannot process your application without it.)

- **Work Experience:** For each paid/non-paid, military/civilian, full/part-time position held that specifically relates to the job for which you are applying (do not provide copies of job descriptions).

• ****If you were ever employed by the Federal Government, please identify the highest Federal civilian grade held, job series, and dates (month/year) of employment. If you are not a current federal employee in the Delaware National Guard, please provide a copy of your last or most recent SF50 for verification.****

- Education

- Other Qualifications

STEP 2 - REQUIRED FORMS (See Required Forms section.)

STEP 3 - MISCELLANEOUS DOCUMENTS ****Provide the following:**

- Education/Training Certificates/Licenses that apply to the position in which you are applying.

- Military verification

- Commissioning data (if applicable)

- Security Clearance (if applicable)

STEP 4 - SUBMIT ****Submit your application by:**

- **Hand-carrying to:** Delaware National Guard, Joint Force Headquarters, Human Resources Office - Room 1169

- **Mail to:** Delaware National Guard, NGDE-HR-RP, 250 Airport Road, New Castle, DE 19720-1502

****Please call our office within 2 days of mail out to verify that your application was received.****

- **Email to:** ng.de.dearnng.list.staff-hro-rp@mail.mil

****If you do not receive a reply confirmation within 2 days of emailing, please call our office to verify that your application was received.****

- **FAX to:** (302) 326-7119 / DSN: 440-7119

****Please call our office within an hour of faxing to verify that your application was received.****

****Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government postage paid envelopes WILL NOT BE CONSIDERED.****

How You Will Be Evaluated

All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualification Standard and/or the OPM Qualification Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed the duty in a relevant SSI/MOS/AFSC.

The following documents are REQUIRED:

- Current **RESUME**

- **OF 306** - Declaration for Federal Employment

- **DNG 51R** - Application for Technician Vacancy Military Affiliation Information

• If you have never served in the US Military, only fill out TVA #, Job Title, and Name. Under Military Occupation input NPS (Non-Prior Service) to indicate no prior military service.

• Prior Service (PS) personnel must fill out as much information as possible.

- **DNG Form 87R** - Knowledge, Skills, & Abilities Form

- The form itself is optional; you may also address KSAs on plain paper if preferred. Failure to provide this information may affect your eligibility for consideration for this position.

- **SF 181** - Ethnicity & Race Identification Form (optional)

Please click on the following link for access to all of the required documents. The tab labeled "Quick Links" has all of the required documents listed.

<http://delawarenationalguard.com/join/full-time/>



NATIONAL GUARD 

Department of the Army

Army National Guard Units (Title 32)

Contact

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Address

Army National Guard Units (Title 32)
Joint Forces Headquarters
NGDE-HR-RP
New Castle
DE
USA

EEO Policy Statement | Reasonable Accommodation Policy Statement | Veterans Information | Legal and Regulatory Guidance

