

STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 18-515T OPENING DATE: 21-Nov-18 CLOSING DATE: 7-Dec-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Accounting Technician, GS-0525-08, PD: NGT5151000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$47,287.00-\$61,478 PH

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

(USPFO - FINANCIAL MANAGEMENT), PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 Employees, OR AGR/DSG/M-DAY members** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the **Optional Form 612.**

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:
An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES NO
PCS may be offered: YES NO

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to reconstruct inaccurate accounts, gathers and organizes information for inquiries and resolves problems referred by others.
2. Knowledge of and skills in the interrelationships of various financial, fiscal accounting and computer file systems, and their content to resolve problems.
3. Ability to perform complicated actions to solve problems associated with processing actions within the fiscal accounting systems and multiple feeder systems, to include logistics, contracting, travel and pay systems.
4. Knowledge of Cooperative Agreements and Grants rules, regulations and state/federal processes and their effects on the accounting system.

5. Knowledge of fiscal law; DoD, DA, NGB, FORSCOM, and DFAS regulations, Standing Operating Procedures and policies.

SPECIALIZED EXPERIENCE: Must have 18 months experience, education or training of total accounting procedures. Experience planning, organizing and coordinating work in order to resolve problems that occur.

BRIEF JOB DESCRIPTION:

The position meets level 1-5. The employee applies a comprehensive knowledge of a wide range of accounting policies, principles, and practices that reflects a broad, in-depth practical knowledge of accounting, in addition to other financial disciplines within the Comptroller Function. The work requires considerable skill in applying this knowledge to plan and accomplish a variety of complex work assignments and/or to identify, analyze, and resolve accounting issues or problems. A broad knowledge of the operations, practices, and policies of the organization's functional or program activities, such as military deployments, official travel, pay and entitlements or commercial accounts is used to accurately account for, determine accuracy of accounting transactions, validate proper fiscal year and lines of accounting associated with contracts and resolve complicated accounting issues. The employee is required to examine accounts and resolve difficult reconciliations that may result from different accounting codes used due to deployments and contractual issues that require an analysis of adjustments and making corrective entries in applicable accounts. The employee also uses a thorough knowledge of NGB, DFAS, DA, ARNG and local policies and procedures to analyze, resolve and accurately process and make corrections and adjustments to satisfy user requirements. The incumbent has knowledge which may include but is not limited to the following: conducting comprehensive review of military and civilian pay transactions, travel payments and commercial accounts which include determination of fiscal compliance, special circumstances, debt collections and interest payments; auditing and resolving cases involving overpayment or underpayment for periods of service and discrepant invoice or receiving reports; and analyzing various sources of regulatory guidance not normally available to the customer (i.e. FORSCOM, 1st Army, DA, DFAS and USC Code) in regards to various employee and commercial payments. This requires the employee to trace transactions entered and prepare worksheets to reflect the source of discrepancies, corrective action required to bring accounts into agreement, prove the accuracy of adjusted accounts, and recommend actions to prevent similar discrepancies. Employee performs broad in-depth analysis on the Financial Status of Funds Report and the Unliquidated Obligations Report; analyzes each Program using accounting methods and procedures to evaluate data and make determinations on out of balance conditions during the triennial Joint Review Process of each program; researches out of balance conditions on the Financial Plan and resolves by communicating with Program Managers, Budget Analysts, DFAS, NGB and outside agencies that have made transactions affecting the ledger; and incumbent may be required to correct erroneous transactions or coordinate with the Deputy Financial Manager to process allotment adjustments. Employees compile and verify the accuracy of the accounting data to prepare statements and reports, schedules, and accuracy of accounting data to prepare statements and reports and comparable analysis of accounting transactions.

SELECTING OFFICIAL: Lt Col Tracy Reingruber
