

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 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 19-355T OPENING DATE: 19-Aug-19 CLOSING DATE: 4-Sep-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Financial Manager, GS-0505-13, O-3/Capt - O-5/Lt Col, MPCN: TBD

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$91,718.00-\$119,230.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

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 position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

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 documents 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.** Applicant **MUST** submit complete **RIP** and/or other documentation to verify possession of **AFSC.**

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.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, in a military position assigned to (161st ARW) and must possess the following AFSC: 65F3 or 65F4

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.
- Applicant will not be retained if he or she fails to complete the Financial Management Certification within **two years** from his or her initial DST hire appointment date or promotion date.
- **MUST** possess level **Two** Financial Management Program Certification and be able to obtain the required Level **Three** Certification within **two years**, from his or her initial Title 32 Excepted Service hire appointment date or merit promotion date, and maintain this certification in accordance with the Financial Management program.

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.

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

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: This position is subject to required travel, 10% - 50% of time.

EDUCATION REQUIREMENT: For the military officer commission, an undergraduate degree from an accredited college/university is mandatory. The degree should be in accounting; or in a related field such as, business administration, business law, finance, or public administration. A graduate degree in accounting or a related field is optimum.

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. Skilled in collecting and analyzing data effectively, efficiently, and accurately.
2. Ability to plan, direct, and coordinate difficult and complex programs
3. Ability to develop, apply, and adjust financial plans and policies to attain agency objectives.
4. Ability to select, develop, and supervise a subordinate staff.
5. Ability to establish and maintain effective working relationships, not only with subordinate staff, but with all levels of key management officials, the latter particularly requiring the exercise of tact, ingenuity, and resourcefulness.
6. Ability to perform, manage, supervise, mentor, and train the following financial program procedures: Accounting Operations; Compliance; Control of Funds; Financial Systems; Internal Controls; Principles of Accounting; and, Principles of Finance.
7. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: Must possess at least **48** months of singular or combined experiences in US Air Force and/or Air National Guard financial program disciplines. An applicant must have experiences in managing funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. Must have working knowledge of the duties

associated with the United States Property and Fiscal Office and the certification requirements for installation funds. Experiences included working with the Financial Working Group or the Financial Management Board; and, experienced in handling highly sensitive military or civilian entitlement issues. Competent in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's Department and accomplishment of federal military and state support missions. Experiences involved the receipt, accounting, collection, safeguarding, and execution of government appropriated funds, or oversight authority and management of non-appropriated funds. The applicant requires competencies in directing financial management policies in support of the ANG military organizations and units. An applicant must have a working knowledge of statutory responsibilities in regard to financial obligations, accounting transactions, disbursement spending, and administrative control of all allocated federal funds. Experiences included determining financial and budget impacts; and, implementing courses-of-action in regard to addressing DoD, Department of the Air Force, National Guard Bureau, Inter-Service, and/or non-DoD governmental programs that affected ANG plans, policies, and missions. Skilled in presenting accounting information, reporting methods, and/or analytic financial interpretations. Must have at least 12 months of supervisory experiences in finance, accounting, or audit programs. The supervisory experiences involved leading, planning, and scheduling program work in a manner that promoted smooth flow and even distribution of assigned work requirements. Experiences included training and guiding employees on finance programs and assigning tasks. Supervisory experiences involved balancing financial program work requirements, aligning program policies, and providing advice, mentoring, and a wide-variety of directions. Experienced on coaching and counseling employees on behaviors and/or performance issues. Experienced in structuring assignments that created effective and efficient procedures with measured and improved task processes. Must have demonstrated experiences and/or endorsements on employee mentorship competencies that improved working relationships and GS-improved employees' performance. Supervisory experiences provided employees with improved training applications and completion of career development certifications and continuing education course programs. Supervisory experiences involved planning work requirements and assigning work to subordinates.

BRIEF JOB DESCRIPTION: This position is located at 161st Air Refueling Win, Phoenix, Arizona. Its purpose is to serve as the Chief Financial Officer for the installation and dissimilar geographically separated units, with responsibility for managing all funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. The incumbent serves as the Assistant United States Property and Fiscal Officer for Air (Fiscal), the installation funds Certification Officer, the organizing and directing member of the Financial Management Board, and the Wing Commander's focal point for highly sensitive military and civilian entitlement issues. Operates as a full partner with the Wing Commander, the Senior Management Staff, and GSU Commanders in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's Department and accomplishment of federal military and state support missions. Functions include the receipt, accounting, collection, safeguarding, and disbursement of government appropriated funds, and the likewise oversight authority and management of non-appropriated funds. As an agent for the U.S. Treasury, the incumbent is responsible for maintaining compliance with all regulatory and legal requirements; the overall integrity of accounting data; full disclosure of accounting information; sound reporting methods; analytical interpretation of the organization's financial posture and solvency; and implementation, operation, and maintenance of the budget, accounting, payroll, and other financial systems. Directs the financial management policy in support of the Air National Guard installation to include dissimilar geographically separated units. Serves as the principal financial advisor and technical expert to the Wing Commander, Senior Management Staff, GSU Commanders, and the Financial Management Board. Functions as the Assistant United States Property and Fiscal Officer for Air(Fiscal) under ANGI 36-2, the accounting station's Certification Officer under the provisions of the Certification Officers Act of 1996, and as an agent of the US Treasury for all ANG federal disbursements and the associated pecuniary liabilities thereof. Directs and monitors the development, compilation, review, and submission of the annual financial plan, and conversion financial plans on an as-required basis. Plans, assigns, and supervises work to be accomplished by an organization consisting of 4 or more direct subordinates and 6 or more support employees in the grades of GS-05 to GS-11 and Active/Guard Reserve military grades up to Major, engaged in budgeting, accounting, payroll, or financial systems analysis. Performs other related duties as assigned.

SELECTING OFFICIAL: Colonel Patrick Donaldson
