

**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**

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**ANNOUNCEMENT NUMBER: 19-364C    OPENING DATE: 17-Sep-19    CLOSING DATE: 3-Oct-19**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**  
**Staff Accountant, T5827600, GS-0510-12, MPCN: AZ0152C003**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**  
**\$75,741.00-\$98,464.00 PA**

**SUPERVISORY     MANAGERIAL**   
**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

**US Property and Fiscal Office (USPFO), Phoenix, AZ**

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**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 Permanent Appointment after successful completion of a one year trial period.

**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**. Plus, applicants **MUST** submit a copy of college transcript. Applicant **MUST** submit a copy of **FM Certification Level 3**.

**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.

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## **EDUCATION:**

**Degree:** Accounting; or a degree in a related field such as business administration, finance, or public administration that included - or - was supplemented by 24 semester hours in accounting. The 24 hours may include up to six hours of credit in business law.

*OR*

**Combination of Education and Experience:** At least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The candidate's background must also include ONE of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to six hours of business law;
2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination;
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing. For example, completed 15 semester hours however, the school course *work does not fully satisfy* the 24-semester-hour degree requirement as defined above *in paragraph one (subject: Degree)*, provided that:
  - a. The candidate successfully worked at the full-performance level in accounting, auditing, or a related field for example, valuation engineering or financial institution examining;
  - b. A panel of at least two higher level professional accountants or auditors determined that the candidate demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and advancement levels that are normally associated with successful completion of the four-year course of study degree, as described above in *Paragraph One; and,*
  - c. Except for literal nonconformance to the requirement of 24 semester hours in accounting, the candidate's education, training, and experience fully meet the specified 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 ACCOMMODATION 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

**NOTES:**

NOTE: If relying on the Combination of Education and Experience requirements listed above, Applicants MUST submit a copy of their Public Accountant and/or Internal Auditor certification (which ever one is applicable).

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**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. Knowledge about establishing and designing methods and tools to effectively monitor and assist the operation of National Guard Bureau finance and accounting operations at the state level to include General Fund Enterprise Business System (GFEBs).**

**2. Ability to plan, coordinate, and conduct an annual written Quality Assurance Program (QAP).**

**3. Ability to act as an advisor while providing technical advice and assistance to the FM and the USPFO on matters involving statutory provisions, regulatory requirements, procedures, systems, or problems arising from changes in the mission, programs, and / or organizational structure.**

**4. Knowledgeable to develop an effective implementation of Standard Operating Procedures (SOPs) for all areas within the Resource Management office; and ensures that training needs are planned and implemented on a timely basis to meet constantly changing policy and procedures.**

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience, education or training of financial accounting and/or performance accounting experiences that led to objective and systemic examinations and resulted in assessments of the finance program's performance, efficiency, organization, program, activity or function. As a condition of employment, the employee must have completed the financial management requirements for certification and have been awarded FM Certification level 3. The candidate's experiences and competencies provided an in-depth knowledge of accounting principles and procedures. The candidate must have experiences in accounting preparation and planning with a full range of competencies in the accounting business that successfully accomplished intended purposes; met or exceeded operational efficiency; provided accurate, reliable, timely, and useful financial audit data; or, demonstrated experiences in conducting financial reviews that involved evaluating programs in terms of economical use of property and personnel. Other accounting experiences may have included adherence to prescribed policies; effective control over expenditures, liabilities, revenues, and assets; proper accounting for resources and financial transactions; compliance with applicable laws, regulations, and precedent decisions; and compliance of agency accounting systems with generally accepted accounting principles and standards. A candidate's specialized accounting or audit program experiences must include report preparations and oral presentations that involved financial findings or discovered conditions with cause and effect factors. The candidate must have demonstrated experiences that involved presenting researched recommendations for remedial actions such as, methods for improving the use of funds and the identification of questionable costs. A candidate must have a comprehensive understanding of the principles and concepts of the accounting business program requirements. A candidate must have accounting or audit experiences and training that demonstrates his or her abilities to lead, train subordinates, follow directions, read, retain, and comply with instructions, regulations, policies and procedures.

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**BRIEF JOB DESCRIPTION:** This position is located in the Army Comptroller Division in the USPFO. The Staff Accountant serves as the Army National Guard level organization responsible for strategic oversight of finance and accounting operations within the Army National Guard and works with other federal agencies. The primary conduit for communication with the Department of Army, Office of Secretary of Defense, Defense Finance and Accounting Service, Treasury, Commercial Auditing firms, Office of Management and Budget, Government Accountability Office, Pentagon's HQDA-ASA-FM, Department of Army Division Inspector General's office, and NGB Financial Improvement Audit Readiness (FIAR) Team on matters pertaining to Audits, inspections (IG & ORP) and the Financial Management (FM) Certification program.

**SELECTING OFFICIAL:** William P. Abbott

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