

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

COMMISSIONED

NEW YORK AIR NATIONAL GUARD ANNOUNCEMENT #: NF 18-13

**107th Attack Wing
9910 Blewett Avenue
Niagara Falls, NY 14304-6001**

DATE: 21 May 2018

CLOSING DATE: 21 July 2018

AFSC: 65F

UNIT: 107th Attack Wing

AREA OF CONSIDERATION: NATIONWIDE

POSITION TITLE: Financial Management

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

MAX AVAILILABLE GRADE: Major/O-4

SPECIALTY SUMMARY

(As outlined in AFOCD Dated 30 April 2017*)

- Leads, plans, organizes, manages, and accomplishes financial management activities in support of daily operations and war-fighting mission. Included in these activities are financial programs and operations; accounting liaison and pay services; budget preparation and execution; program, cost, and economic analysis; non-appropriated fund oversight; audit management; bank liaison; policy and procedures; fiscal law; internal controls; and quality assurance. Identifies management problems, develops special studies and analyses to develop alternatives and recommend solutions. Provides decision support serving as financial adviser to commander and staff. Related DoD Occupational Group: 270400.

QUALIFICATIONS AND SELECTIONS FACTORS

Knowledge. Knowledge is mandatory of:

- General accounting principles pertaining to governmental, commercial, managerial, and cost accounting; Air Force concepts and objectives and their relationship to effective, economical execution of the mission; fiscal laws, executive orders, Comptroller General decisions, instructions, and directives; Air Force budget structure and policy; fiscal procedures, including resource allocation and fund control procedures; cost estimating, economic analysis, and quantitative statistical analysis; and computer applications.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, develops techniques and establishes internal controls to manage financial services and analysis operations. Determines organizational structure, personnel, training needs, and security requirements for safeguarding entrusted assets. Establishes performance standards, work schedules, and priorities. Develops, reviews, coordinates, and executes financial management plans to support peacetime, exercise, contingency, and wartime operations. Establishes training program for functional professional development.
- Directs financial management activities. Supervises, manages, and administers financial services and/or analysis activities. These include reviewing adequacy of internal controls and quality of services; providing assistance and performing cost estimates and economic analysis; and overseeing funds distribution and management. Establishes performance standards to evaluate cost and efficiency. Inspects, reviews, and evaluates effectiveness of work methods, procedures, and personnel. Provides

customer service. Interacts and coordinates with organizations on financial matters. Interprets financial directives.

- Coordinates financial management activities. Advises commander and staff on status and progress of command programs. Coordinates with commander, staff, and units in developing and executing financial plans, schedules, and programs. Advises, coordinates, and makes recommendations on validity and propriety of requirements, effective allocation and use of financial resources, and redistribution of resources within fund limitations.
- Verifies estimated costs are realistic and reasonable. Coordinates on deficiencies noted in reports from audits, and inspections. Maintains liaison with other agencies to develop standards for financial management policy and procedures.
- Performs financial management functions. Formulates guidelines for phasing in projected programs and mission changes. Assures identification of required financial resources. Provides forecasts of financial posture. Engages and assists in preparing, programming actions for future year budget requirements. Prepares, justifies and submits financial plan, budget estimates and supplemental budget requirements. Ensures validity of obligations within the language of appropriation acts, current laws, and governing directives. Maintains statutory responsibility for preventing over-obligation of appropriated funds through funds certification. Collects, analyzes, and interprets resource data. Establishes procedures and safeguards against fraud and fund losses. Evaluates impact of legislative action, executive orders and Comptroller General decisions on financial operations. Formulates financial management policies and procedures. Provides professional advice and management skills in developing and maintaining banking and credit union services. Provides analysis, policy, and oversight for non-appropriated fund financial management. Conducts analyses supporting cost projection and resource utilization effectiveness. Performs, reviews, and certifies adequacy of cost comparisons and economic analyses.
- Conducts financial management and information studies. Prepares studies evaluating the effects of changes in policies, procedures, and technology. Prepares findings and recommendations for presentation to commander and staff.
- 2.6. Maintains proficiency and trains others in financial management during contingency/war fighting operations

EDUCATION:

For entry into this specialty, please reference Appendix A, 65F CIP Education Matrix

TRAINING:

The following training is mandatory for award of AFSC indicated:

- 65F3, completion of the Basic Financial Management Officer course.

EXPERIENCE:

The following experience is mandatory for award of AFSC indicated:

- 65F3 A minimum of 18 months of experience is mandatory in financial management assignments

* For entry, award and retention of AFSC 65W3, There must be no record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud and must have never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

APPLICATION PROCEDURES:

Commissioned Officers: Applicants will prepare and forward an AF Form 24, Application of Appointment as Reserve of the Air Force or USAF Without Component, cover letter, resume, vMPF records review RIP, AFOQT scores, current physical fitness test and DD Form 214s. All degree programs MUST be complete at the time of application.

Complete application package must be received no later than close-of business on 21 July 2018.
Incomplete packages will not be considered.

E- MAIL APPLICATION TO: heather.a.miller92.mil@mail.mil

Questions: Please contact TSgt Heather Miller with any questions at 716-236-3627 or heather.a.miller92.mil@mail.mil

65F – Financial Management

<i>Tier</i>	<i>Target Accession Rate</i>	<i>CIP</i>	<i>Education Program Description</i>	<i>Requirement</i>
1	> 40%	45.06XX	Economics	Desired
			Or	
		52.03XX	Accounting and Related Services	
			Or	
		52.06XX	Business/Managerial Economics	
			Or	
		52.13XX	Management Sciences and Quantitative Methods	
			Or	
		52.08XX	Finance and Financial Management Services	
2	> 30%	27.XXXX	Mathematics and Statistics	Desired
			Or	
		52.XXXX	Business, Management, Marketing, and Related Support Services	
			Or	
		14.XXXX	Engineering	
3	< 30%	XX.XXXX	Any	Permitted