

NEWLY COMMISSIONED OFFICER ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
STEWART AIR NATIONAL GUARD BASE
1 MAGUIRE WAY
NEWBURGH, NY 12550-5075

ANNOUNCEMENT 19-02

OPEN: 20 Oct 2018
CLOSE: 05 Nov 2018

UNIT: 105TH Comptroller Flight
CONSIDERATION
POSITION TITLE: Financial Management
AFSC: 65F3
AUTH GRADE: Major

DUTIES AND RESPONSIBILITIES

(Outlined in the AIR FORCE OFFICER CLASSIFICATION DIRECTORY
dated 31 Apr 18)

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. Maintains proficiency and trains others in financial management during contingency/war fighting operations.

QUALIFICATION AND SELECTION FACTORS: Selection for this position will be made without regard to race, religion, color, creed, sex or National origin. Applications are subject to review by the MPF and as mandatory requirements are met, as Outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for Nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in the Air Force Officer Classification Directory, AFI 36-2005.

MINIMUM QUALIFICATIONS: Must be 18 years or older and commissioned prior to his/her 40th birthday. All applicants must submit proof of citizenship and be citizens of the United States IAW Title 32, U.S.C., Section 313. A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post Secondary Education is required for all appointment. AFOQT: for non flying duties is at least in the 15th percentile in the verbal composite and at least in the 10th percentile in the quantitative composite. In exceptional cases, based on the "whole person" or on the "needs of the AF," ANGRC may waive the minimum verbal and quantitative composite scores for persons who apply for appointment to fill ANGUS vacancies.

SPECIALTY QUALIFICATIONS: 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. For award of AFSC 65F3, completion of the Basic Financial Management Officer course is mandatory. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. 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.

EDUCATION: For entry into this AFSC, an undergraduate academic Economics, Accounting, Business/Managerial Economics, Management Sciences and Quantitative Methods, Financial Management Services, Mathematics and Statistics, Business, Management, Marketing or Engineering is desirable.

APPLICATION PROCEDURES: Applicants will prepare and forward a cover letter, or a copy this vacancy announcement, Resume, and Air Force Form 24, (Application for Appointment as Reserve of the Air Force or USAF Without Component), Official Transcripts with raised seal, AFOQT Score, Fitness Score, vMPF RRIP and copy of DD 214 (for prior service members if applicable) to:

MAIL PACKAGE TO: 105th Airlift Wing, ATTN: TSgt Brittany Levy, 1 MAGUIRE WAY, NEWBURGH NY 12550-5075. **For more information call: TSgt Levy @ 845-563-2193 or EMAIL: brittany.s.levy.mil@mail.mil**

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