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| **TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT** | | |
| **NEW YORK AIR NATIONAL GUARD**  **AIR NATIONAL GUARD BASE**  109th Airlift Wing  Stratton Air National Guard Base  Scotia, NY 12302-9752 | **ANNOUNCEMENT#:** | 19-16 |
| **DATE:** | 17 October 2019 |
| **CLOSING DATE:** | 18 November 2019 |
| **UNIT:** 109th Airlift Wing  Stratton ANGB Scotia, NY 12302-9752 | **AFSC:** 65F1 | |
| **MAX AVAILABLE GRADE:**  Major/O-4 | **AREA OF CONSIDERATION:** Nationwide  All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG. | |
| **Appoint as 2LT** -New Commissioning Opportunity |
| **POSITION TITLE: Budget Officer** | | |
| SPECIALTY SUMMARY: (As outlined in AFI 36-2005, AFI 36-2110, and AF Officer Classification Directory) 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; nonappropriated 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. | | |
| **MINIMUM QUALIFICATIONS**:  Must meet the minimum requirements as outlined in AFI 36-2005, AFI 2110. | | |
| **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 nonappropriated 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. | | |
| **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. | | |
| **EDUCATION:**  Bachelor’s Degree with preferred concentrations in economics, accounting, business/managerial economics, management sciences and quantitative methods, finance and financial management services, mathematics and statistics, marketing, engineering. For entry education requirements see Appendix A, 65F CIP Education Matrix. | | |
| **TRAINING:**  For award of AFSC 65F3, completion of the Basic Financial Management Officer course is mandatory. | | |
| **EXPERIENCE:**  For award of AFSC 65F3, a minimum of 18 months of experience is mandatory in financial management assignments. | | |
| **OTHER QUALIFICATIONS REQURED:**  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. | | |
| **OBIS:**  An Officer Screening and Interviewing Board (OSIB) is scheduled to convene to interview all qualified applicants. Applicants will be informed in writing, or telephonically of date and time to appear. | | |
| **APPLICATION PROCEDURES:**  Applicants will prepare and forward a Cover Letter, Resume, one copy of the AF Form 24 (Application of Appointment as Reserve of the Air Force or USAF Without Component), Resume, AFOQT Scores, Current Official College Transcripts (sealed envelope in application, or mailed directly to the address below), DD Form 2807-2 (Medical Prescreen of Medical History Report) and final disposition paperwork for any offenses. **If prior-service**, a Record of Separation/Discharge from the US Armed Forces (if applicable), vMPF records review RIP, most current Physical Fitness Evaluation Report (if applicable).  **No later than close-of-business on closing date of vacancy announcement.** | | |
| MAIL APPLICATION TO:  109TH FSS  1 Air National Guard Road  Scotia, NY 12302-9752  **ATTN: SSgt Brian Bednar**  **For assistance with sending in an application, please contact SSgt Brian Bednar:**  **Phone 518-344-2095**  **Email: brian.m.bednar.mil@mail.mil**  **For questions regarding the job or details on position requirements, please call (518) 344-2456 to speak with the 109th Airlift Wing Recruiting Office** | | |
| **DISTRIBUTION:**  1 – 109 FSS/FMPS | | |