

NEWLY COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD
174TH ATTACK WING
6001 EAST MOLLOY ROAD
SYRACUSE, NEW YORK 13211-7099**

ANNOUNCEMENT #: FY 21-06

POSTING DATE: 10 Nov 2020

CLOSING DATE: 12 Jan 2021

UNIT: 174 Attack Wing Comptroller Flight

AFSC: 065F3

**POSITION TITLE: Finance Officer/Financial
Management Officer
Lt-Maj**

AREA OF CONSIDERATION: Basewide
All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG

SPECIALTY SUMMARY

(As outlined in AFOCD)

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.

QUALIFICATIONS AND SELECTION FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin. Applications are subject to review by the FSS 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 AFI 36-2005.

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.

EXPERIENCE:

- For award of AFSC 65F3, a minimum of 18 months of experience is mandatory in financial management assignments.

EDUCATION:

- For entry education requirements see [Appendix A, 65F CIP Education Matrix](#)

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

OTHER QUALIFICATIONS: Applicant must be less than age 40 at the time of commissioning. Must satisfactorily complete the AF Officer Qualifying Test (AFOQT) prior to selection board and (after selection) pass a Commissioning Physical. Applicant is encouraged to contact SMSgt Bradley Addison @ (315) 233-2147 ASAP to schedule a test. The results must be available prior to scheduling the OSIB. Applicant may apply for position prior to test taking. When selectee is approved for appointment by NGB, attendance of eight weeks at Total Force Officer Training (TFOT) is mandatory.

OSIB: An officer Screening and Interviewing Board (OSIB) is projected to convene TBA to interview and/all qualified applicants.

APPLICATION PROCEDURES: Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in a PDF Portfolio to include all of the following:

- Cover Letter
- Resume
- One (1) copy of AF Form 24 - Application of Appointment as Reserves of the Air Force or USAF Without Component
- Unofficial college transcripts
- AFOQT scores
- Last three (3) EPRs if applicable

EMAIL APPLICATION TO BOTH:

rebecca.adamitis@us.af.mil and tracy.gallagher.1@us.af.mil

Please contact SrA Rebecca Adamitis (315-233-2149) or TSgt Tracy Gallagher (315-233-2623) with any questions.