|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | Finance | **Announcement #** | 23-10 |
| **Unit/AFSC** | 109th AW / 65F3 | **Opening Date** | 27 Mar 2023 |
| **Minimum Grade** | O-3 | **Closing Date** | 12 Apr 2023 |
| **Maximum Grade** | O-5  | **Area of Consideration** | STATEWIDE |

|  |
| --- |
| **Specialty Summary**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.  |
| **Duties and Responsibilities** 2.1. 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. 2.2. 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. 2.3. 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. 2.4. 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. 2.5. 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. |
| **Specialty Qualifications** **Knowledge:** *The following knowledge is mandatory for the AFSCs indicated*: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:** 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 assignment.**Other:** 3.5. Other. The following are mandatory for entry, award, and retention of this AFSC: 3.5.1 No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. 3.5.2. Never received non-judicial 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. |
| **Other Qualifications*** No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for: 3.5.2.1. Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates; or
* Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or documented failures (LOA, LOR, or Article 15); or
* Taking or failing to take action in situations, thereby exhibiting a lack of integrity; or
* A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ).
* No convictions by a general, special, or summary court-martial.
* No Unfavorable Information File.
* Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.
* ***NOTE***: Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.
* No recorded evidence of substance abuse, emotional instability, personality disorder, or other unresolved mental health problems.
* Applicants must be fully vaccinated by date of onboarding per NYANG Mandatory COVID – Vaccination Policy dated 16 October 2021 unless a religious or medical exemption is pending review/approval. Proof of vaccination status must be submitted if not in the military component system of record by date of onboarding/hire date.
 |
| **Application Procedures****All** applicants will prepare and forward the following no later than close of business on closing date by email:* Cover Letter
* Resume
* Biography
* Last 3 OPRs/Evaluation Reports
* AF Form 24
* AFOQT Scores
* Copy of Unofficial College Transcripts
* DD Form 2807-2 – Self reporting, does not need to be done by a medical member.
* vMPF RIP for current members
* Physical Fitness Report for current members

**Complete application package must be received no later than close of business on the closing date of the vacancy announcement. Incomplete packages will not be considered.****Applications must be submitted as 1 PDF document, portfolios will NOT be accepted.****Please email applications to**:**109AW.FSS.CustomerService@us.af.mil** **518-344-2436** |