

Financial Services Technician

ARMY NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: Rapid City, SD

Work Schedule is Full Time - Excepted Service Permanent

Opened Tuesday 12/13/2016

Closes Wednesday 1/11/2017

Salary Range: \$44,335.00 to \$57,631.00 / Per Year

Series & Grade: GS-0503-08/08

Promotion Potential: 08

Supervisory Status: No

Who May Apply: Members of the South Dakota Army National Guard

Control Number: 458878200

Job Announcement Number: SDARNG 32-17 (1866680)

Job Description

Job Summary

SOUTH DAKOTA NATIONAL GUARD

The South Dakota National Guard has two distinct missions. The State mission is to provide units to assist and support civil authorities in the protection of life and property, preserve peace, order and public safety under the direction of the governor. The Federal mission is to provide combat ready, mission-capable forces throughout the entire spectrum of conflict under the direction of the president.

TECHNICIAN VACANCY ANNOUNCEMENT

Location of the Position: Rapid City, SD

Position Description Number: D1986000

AREAS OF CONSIDERATION:

1. All career, indefinite and probationary technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee.
2. All members of the South Dakota Army National Guard.

COMPATIBILITY

Selected individual must be assigned to a compatible military position in the following MOS/AOC within 90 days of effective date of hire: ECMF: 36, 42; EMOS 25B, 51C, 92A, 92Y, 92Z. Military grade inversion within the full time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Duties

SUMMARY OF DUTIES:

This position is located in the US Property and Fiscal Office (USP&FO) Comptroller Division, Financial Services Branch. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services. Incumbent uses complete understanding of inter-related systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

Travel Required

- Occasional Travel
- 1-3 days per month

Relocation Authorized

- Yes
- per state policy

Job Requirements

Key Requirements

- Resume

Qualifications

MINIMUM REQUIREMENTS FOR CONSIDERATION:

General: Experience, education, or training in progressively responsible clerical, office, or other work which demonstrates the candidates ability to communicate with individuals at different levels in order to assist and provide information. Experience using computers and automated systems.

Specialized: 18 months experience in the knowledge, skills and abilities (KSAs) as listed below. Experience doing thorough accurate work that requires a logical sequence of steps to accomplish a task. Experience in obtaining and interpreting information, organizing and developing clear and meaningful written information. Experience providing technical and specialized administrative data, background material and references upon request.

Knowledge, Skill, and Abilities (KSAs): In your application and/or resume please address the following factors in detail, giving dates of the experience and training. Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.

GS-08

- Knowledge of military pay rules, procedures and operations.
- Skills in the use of various computer programs.
- Ability to analyze pay documents to determine corrective actions.
- Ability to verify accuracy of forms and records.

- Ability to follow specific directions.
- Ability to effectively communicate both oral and written form.

Security Clearance

Not Applicable

Additional Information

What To Expect Next

Once you successfully complete the application process, you will receive a notification of receipt. Your application package will be reviewed to ensure you meet the basic eligibility and qualification requirements, and you will receive a notification. A review will be made of your online questionnaire and the documentation you submitted to support your responses. A list of qualified applicants will be created and sent to the selecting official. All applicant reviewed and/or referred will receive a notification letter. The selecting official may choose to conduct interviews. Once the selection is made, you will receive a notification of decision.

To check the status of your application, please refer to Application Manager at <http://applicationmanager.gov>.

BENEFITS

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The federal government offers a number of exceptional benefits to its employees which may include Flexible Spending Accounts, Health Insurance, Annual Leave, Life Insurance, Long Term Care Insurance, and Retirement Program. For additional information about current federal benefits visit web site <http://www.opm.gov>

Other Information

EQUAL OPPORTUNITY

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

How to Apply

To apply for this position, you must provide both of the following parts:

1. Your responses to the Qualifications Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents Section of this Job Announcement.

Use the Online Qualifications Questionnaire for convenience and quickest processing.

(Here is a link for aiding you in building your Résumé and some application tips)

https://help.usajobs.gov/index.php/Main_Page

Option A: Online Qualifications Questionnaire.

To begin your Online Qualifications Questionnaire:

· Sign into your USAJOBS account; you begin the process by clicking the **Apply Online** button. Your Résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf or by calling *USAJOBS by Phone* at (703) 724-1850 –after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, résumé, and any supporting documents by fax.

· **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

Please do not send/fax/courier/email any applications or resumes to the National Guard Human Resources Office, you must apply on-line or fax your application to the fax number listed on this announcement with the prescribed Cover Letter. The Human Resources Office can only process materials received through USA Jobs.

How You Will Be Evaluated

EXPERIENCE EVALUATION:

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process.

EVALUATION METHODS:

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T and subsequent MOAs.

Required Documents

INSTRUCTIONS TO APPLICANTS

1. Applicants must submit the following mandatory documents. Signatures are not required.
 - a. Resume - resumes should be written with sufficient experience to qualify for the position. The experience should be related to the job and be in a month and year format. Form (OF) 612, "Optional Application for Federal Employment" is an obsolete form and will not be accepted as a resume.
2. Additional supporting documents may include:
 - a. Knowledge, Skills and Abilities (KSAs) - Applicants are **STRONGLY** encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
 - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Intranet web site at <https://sdguard.ngb.army.mil/> under "Careers".
4. All forms and supporting documentation (KSAs, transcripts, etc) **MUST** be submitted by 2359 Eastern Standard Time. Late applications and supporting documentation will be considered ineligible.



NATIONAL GUARD 

Department of the Army

Army National Guard Units (Title 32)

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