

# NEWLY COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

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

**ANNOUNCEMENT#:** FY14-04

**DATE:** 14 Nov 13

**CLOSING DATE:** 23 Dec 13

**UNIT:** 174 Attack Wing

**AFSC:** 65F1

**POSITION TITLE:**

Financial Management

**AREA OF CONSIDERATION:**

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 AFMAN 36-2105)

Performs financial management activities and manages financial programs and operations, including accounting liaison and pay services; budget preparation and execution; program, cost, and economic analysis; and non appropriated fund oversight. Develops special studies and analyses of management problems and recommends solutions. Serves as financial adviser to commander and staff. Related DoD Occupational Group: 270400.

## **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 ANGI 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 statistical techniques; and basic computer applications.

**EXPERIENCE:** For award of 65F3, a minimum of 18 months of experience is mandatory in financial management assignments.

**EDUCATION:** The following education is required as indicated for entry into this specialty:

- Undergraduate academic specialization in business administration is desirable.
- A minimum of 12 semester hours in economics, accounting, and statistics subjects (6 of which must be in accounting) is mandatory.

**TRAINING:** For award of 65F3, completion of either the Financial Services or Financial Analysis Officer course is mandatory.

**(SEE REVERSE)**

**DUTIES AND RESPONSIBILITIES:** Plans and organizes financial management activities. 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. Develops, reviews, coordinates, and executes financial management plan to support peacetime, exercise, contingency, and wartime operations.

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. Inspects, reviews, and evaluates effectiveness of work methods, procedures, and personnel.

Coordinates financial 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 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 liaisons with other agencies to develop standards or financial management policy and procedure.

Performs financial management functions. Formulates guidelines for phasing in projected programs and mission changes. Prepares, justifies and submits financial plan, budget estimates and supplemental budget requirements. 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. Performs, reviews, and certifies adequacy of cost comparisons and economic analysis.

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.

**OTHER QUALIFICATIONS:** Applicant must be less than age 35 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. The AFOQT is forwarded for scoring to Texas and takes about two (2) weeks for the results to be returned. Applicant is encouraged to contact MSGT LINDA M. MIES @ (315) 233-2172 ASAP to be scheduled for the test. The results must be available prior to scheduling the OSIB. (Applicant may apply for position prior to test taking).

**OSIB:** An officer Screening and Interviewing Board (OSIB) is projected to convene O/A TBA, Unit Training Assembly (UTA) to interview and/all qualified applicants.

**APPLICATION PROCEDURES:** Applicants will prepare and forward a Resume, and one (1) copy of AF Form 24 - Application of Appointment as Reserves of the Air Force or USAF Without Component, a copy of their college transcripts and a copy of their AFOQT Scores or MFR stating when they took the test and where (if applicable) **No Later Than Close of Business of Closing Date on Application.**

**MAIL APPLICATION TO:** 174TH FSS/FSMP  
6001 EAST MOLLOY ROAD  
HANCOCK FIELD  
SYRACUSE, NY 13211-7099  
(ATTN: MSG MIES)

**DISTRIBUTION:**  
-EACH NYANG INSTALLATION (FOR FURTHER DISSEMINATION)  
-174<sup>TH</sup> WEBSITE