

NEWLY COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT#: FY15-07

DATE: 5 Dec 14

CLOSING DATE: 15 Jan 15

UNIT: 174th 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)

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.

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 MPF 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: Undergraduate or graduate degree in business administration, industrial management, business management, management science, operations research, computer science, information management, systems, finance, engineering, mathematics, accounting, law, economics, marketing, quantitative methods, and organization and management is desirable. A minimum of 24 semester hours in economics, accounting, finance, management and statistics subjects (6 of which must be in accounting) is mandatory.

TRAINING: For award of AFSC 65F3, completion of the Basic Financial Management 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 JESSICA MACMASTER@ (315) 233-217 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). When selectee is approved for appointment by the NGB, attendance of six weeks at the Academy of Military Science (AMS), McGhee-Tyson ANGB, TN is MANDATORY. Upon graduation, the selectee is commissioned a 2nd Lieutenant. Subsequent completion of the following in-residence courses are currently required IAW AFCAT 36-2223.

OSIB: An officer Screening and Interviewing Board (OSIB) is projected to convene O/A 7-8 Feb , 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 with diploma and a copy of their AFOQT Scores (if applicable) **No Later Than Close of Business of Closing Date on Application.**

MAIL APPLICATION TO: 174TH MPF/DPMA
6001 EAST MOLLOY ROAD
HANCOCK FIELD
SYRACUSE, NY 13211-7099
(ATTN: SRA JULIE HOBBS)

DISTRIBUTION:

- EACH NYANG INSTALLATION (FOR FURTHER DISSEMINATION)
- DMNA/ANG/DP
- DMNA/MNAF
- EACH SECTION BULLETIN BOARD