

FINANCIAL TECHNICIAN
GS-0503-06/07

The USNA Comptroller Department intends to fill a current Financial Management Technician GS-0503-06/07 vacancy through a Direct Hire Authority (DHA) recruitment. Candidates must possess at least one full year of experience at the GS-05 level.

If you wish to be considered for this vacancy, please prepare a one to two page summary addressing the Knowledge, Skills, and Abilities (KSAs) outlined below. Send it with a copy of your resume to Jennifer Schulz, jschulz@usna.edu by Sunday, March 21st. Your resume should substantiate your eligibility (one full year of finance experience at the GS-05 level). Please also note any progress towards completion of the Department of Defense Financial Management Certification Program. This position is designated as a DoD FM certification level 1 position.

JOB SUMMARY: The selectee serves as a Financial Technician for the United States Naval Academy.

Responsibilities will include:

- Accounting for and balancing financial transactions against system generated reports and customer requirements.
- Maintain and correct financial accounts for current and prior fiscal years.
- Practice financial management regulations, practices, procedures, and policies related to specific financial management functions

The position is located in the Comptroller Department - Gift & Reimbursable Division under the Deputy of Finance.

KSAs:

- 1) Self-management: demonstrated ability to meet deadlines and appropriately prioritize competing priorities. Completes directed and independent tasks on-time with little supervisory direction.
- 2) Mathematical Reasoning: upper-level undergraduate or graduate coursework in statistical methods or other analytical training. Knowledge or experience with USMC's SABRS accounting system, Treasury.gov systems, knowledge of MS Excel, particularly complex formulas & pivot tables is desirable.
- 3) Knowledge and experience in customer service and knowledge of DoD Financial Management regulations is highly desirable.