

**Management Identification of Candidates (MloC)**  
**(Comptroller Department Only)**  
**Financial Management Analyst, GS-0501-12**

The USNA Comptroller Department intends to fill a current Financial Management Analyst GS-0501-12 (non-supervisory) vacancy through a Management Identification of Candidates (MloC) recruitment. Candidates/applicants must possess at least one full year of experience as a GS-0501 at the GS-11 level.

If you are interested in this opportunity, please prepare a one to two page summary addressing the Knowledge, Skills, and Abilities (KSAs) outlined below, and send it and a copy of your resume to Kalla Sparrow by COB on Friday, March 8<sup>th</sup>, 2019. Your resume should substantiate your eligibility (one full year's experience at the GS-11 level as a GS-0501 series employee). Please also note your progress towards completion of the Department of Defense Financial Management Certification Program. This position is designated as a DoD FM certification level 2 position.

**JOB SUMMARY:** The selectee serves as a Lead Financial Management Analyst for the United States Naval Academy Comptroller Department. The selectee 1) serves as the program lead for USNA Budget Formulation, coordinating creation of budget exhibits and presenting exhibits to senior management, 2) assists the Budget and Execution Financial Manager with preparation of accounting data and resolution of accounting problems (e.g. unmatched transactions, reconciliations, problem payments), 3) serves as a Delegated Authorizing official for simplified acquisitions, and 4) represents the Comptroller Department in matters of financial audit and program review.

KSAs:

Demonstrated experience using the concepts, principles, practices, laws, and regulations of budgeting and financing. Knowledge is sufficient to 1) analyze programs and complex relationships of Appropriated, Non-appropriated, and private funding; and, 2) develop, recommend and present to senior leaders, and implement budgetary and financial policies.

Demonstrated ability/experience reviewing accounting reports, data, or other documentation to verify correctness and completeness of financial data and to reconcile financial systems; and ability/experience in researching and resolving problem payments and suspended transactions.

Demonstrated ability/experience monitoring funds execution using various financial and/or procurement information systems and using that data to compile financial and contract information for budget and/or operating plans.

Demonstrated ability/experience to formulate internal controls for financial operations to ensure proper stewardship of federal resources; monitor compliance with OMN circular A-123, DoD and DoN policies and procedures; and prepare reports to Navy as required including the DoN Managers' Internal Control (MIC) Program, Financial Improvement and Audit Readiness (FIAR) Program, Internal Controls over Financial Reporting (ICFR) and Financial Systems (ICOFS) Program.

Demonstrated ability/experience leading team projects with short suspense and imperfect information. Experience using organizational tools like MS Project, MS Access, and MS Excel to compile, manipulate, and present accounting data is a necessary skill on day one.