NOTIFICATION OF DIRECT HIRE

This is to advise that the Commandant of Midshipmen Finance Office intends to fill the position described below at the GS-07 level through Direct Hire Authority. Selection will be made from among the best-qualified candidates.

If you wish to be considered for this vacancy, submit a resume and a one-page statement addressing the KSAs outlined below and send to Roxanne Feeney at rfeeney@usna.edu by 10 January 2021.

Title/Series/Grade: Financial Management Analyst
GS-0501-07 Full performance level: GS-09

This position is located in the United States Naval Academy (USNA), in the Commandant of Midshipmen Finance Office, Annapolis, MD. The Commandant of Midshipmen Finance Office manages and executes one of the largest material budgets at USNA for 17 sub cost centers’ appropriated funds, over 40 gift fund accounts, and several reimbursable funded accounts.

KNOWLEDGE, SKILLS AND ABILITIES (KSA’s):

1. Knowledge of Fiscal Law, accounting systems, standard accounting codes, classifications and terminology to apply various accounting methods.

2. Experience in examining and reconciling documents and obligations for accuracy, adequacy of documentation, and compliance with regulations.

3. Experience in providing customer service to many customers and managing work priorities.

4. Skill in identifying, analyzing and resolving a range of budgetary problems, such as development of alternate methods of funding and formulation of budget estimates for programs with ever-changing requirements.

5. Knowledge of DOD and USN regulations and policies associated with financial oversight and budget formulation and/or execution to analyze program changes. Including knowledge of procurement procedures and travel regulations required to examine invoices, vouchers, and regulated documents.

6. Familiar with the official accounting system, SABRS, Field Level (STARS/FL), the Funds Administration and standardized Document Automation System (FASTDATA), Command Financial Management System (CFMS), and the Defense Travel System (DTS).