



# District of Columbia National Guard

## Accelerated Hiring Announcement

### Title 5

### DC-AHA-AF-26-003



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION:</b></p> <p><b>Lt Col Brian Slocum</b>  <a href="mailto:brian.slocum.4@us.af.mil">brian.slocum.4@us.af.mil</a></p>	<p><b>OPENING DATE:</b> 24 March 2026</p>	<p><b>CLOSING DATE:</b> 27 March 2026</p>
	<p><b>Position Title:</b> FINANCIAL MANAGEMENT ANALYST  <b>Title 5 Civilian</b>  <b>Grade:</b> GS-0501-07/09 <b>(Career Ladder)</b></p>	
	<p><b>AREA OF CONSIDERATION: GROUP II</b>            Current Competitive and Excepted Federal employees nationwide and individuals eligible for veterans' preference.</p>	
<p><b>Position Location:</b>            113 Comptroller Flight,            Joint Base Andrews,            Maryland</p>	<p><b>NOTE:</b>            This position is subject to provisions of the DoD Priority Placement Program.  <b>3R and Superior Qualifications May Be Available</b></p> <p style="background-color: yellow; color: red; text-align: center;"><b>THIS IS AN INDEFINITE POSITION THAT MAY BE CONVERTED TO A PERMANENT POSITION AT MANAGEMENT'S DISCRETION AT ANY TIME</b></p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>            You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience.  <span style="color: red;">Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length</span></li> <li>2. A copy of previous SF-50 (If applicable)</li> <li>3. Please submit completed packages to:  <b>Lt Col Brian Slocum</b>  <a href="mailto:brian.slocum.4@us.af.mil">brian.slocum.4@us.af.mil</a></li> </ol>		
<p><b>GENERAL EXPERIENCE:</b>            Must possess the following knowledge, skills, and abilities:</p> <ul style="list-style-type: none"> <li>- Skill in collecting and analyzing data effectively, efficiently, and accurately;</li> <li>- Skill in applying procedures and directives by reading and interpreting program material;</li> <li>- Skill in presenting formal training presentations and briefings;</li> <li>- Ability to prepare reports and presentation formats.</li> </ul> <p><b>SPECIALIZED EXPERIENCE:</b>            All personnel must be certified at the next higher level before being eligible for that level. Experiences gained through military technical training schools are included in the one-year on-the-job experience. Must have fundamental working experiences with a validated understanding of the basic principles and</p>		

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**Position:** FINANCIAL MANAGEMENT ANALYST

concepts of the occupational series and grade. The applicant's educational degree study program or military or civilian academic courses may substitute for some specialized experience.

**EDUCATION REQUIREMENTS (GS-07):**

1 full year of Education at the graduate level in an accredited college or university in one the following or a combination of the following disciplines: accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

**EDUCATION REQUIREMENTS (GS-09):**

Master's or equivalent graduate degree or 2 full years of progressively higher-level graduate education leading to such a degree in accredited college or university in one the following or a combination of the following disciplines: accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management.

**POSITION DESCRIPTION GS 07:**

1. Performs developmental assignments. Performs developmental assignments of moderate difficulty where work procedures are established and a number of specific guidelines exist. Work assignments consisting of a series of specific and related tasks have been selected to orient the employee in the practical application of basic occupational principles, concepts, and techniques. Assignments are combined with training to further develop analytical skills and techniques in the occupation. Assistance in solving problems is available from the supervisor or a higher-graded employee.

2. Performs recurring assignments. Independently performs recurring assignments of limited, but gradually increasing, difficulty and complexity. The incumbent is responsible for locating and selecting the most appropriate guidelines and procedures for application, and making minor deviations to adapt the guidelines to specific cases. Analyzes routine problems that are encountered and resolves them. Refers deviations, problems, and unfamiliar situations to the supervisor for assistance.

3. Participates in special initiatives, studies, and projects. Works with other specialists in planning and conducting special initiatives, studies, and projects. Assists in preparing reports and briefings outlining study findings and recommendations.

4. Prepares written correspondence and other documentation. Drafts or prepares a variety of documents to include newsletter items, responses to routine inquiries, reports, letters, and other related documents.

5. Performs other duties as assigned.

**POSITION DESCRIPTION GS 09:**

1. Processes data and performs broad-in-depth financial analysis of interrelated accounting, military and civilian pay, accounts payable and receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Reconciles Resource Center Manager (RCM) accounts ensuring data integrity. Coordinates with the Defense Finance and Accounting Service (DFAS) and posts validated accounts to the General Ledger.

2. Analyzes and accurately processes financial services transactions (i.e., payroll, debts, and

miscellaneous entitlements) while applying quality assurances techniques. Resolves complex functional problems within the pay system for affected customers. Facilitates the resolution of intricate entitlement discrepancies for serviced customers, and ensures proper interfaces with appropriate DOD agencies and federal financial systems.

3. Analyzes and measures the effectiveness and efficiency of financial operations; reliability of financial reporting; compliance with policies, regulations, applicable laws and guidance; and ensures that internal controls are in place.

4. Aggregates data from multiple financial systems and sources in order to directly or indirectly provide the Comptroller with accurate and timely financial reporting. Ensures the proper documentation, accounting, and auditability of funds, and their traceability to the USPFO in accordance with Department of Defense (DoD) regulations and/or applicable laws.

5. Executes full spectrum pay and entitlement operations (Military Pay, Civilian Pay, Accounting, and Travel Pay). Provides expert interpretation on DoD and DFAS regulatory and administrative guidelines in accordance with generally accepted principles. Interprets policies and collaborates with the financial management enterprise to facilitate best practices and compliance assurance.

6. Resolves pay and entitlement problems unique to the customer. Reviews accounting and pay documents, travel vouchers, and vendor payments to ensure supporting documentation is proper and valid. Performs post-audit voucher reviews. Manages and executes internal control procedures to protect against fraud, waste, and abuse.

7. Performs other duties as assigned.

#### **FINANCIAL MANAGEMENT CERTIFICATION REQUIREMENTS:**

The certification will not be used as a mandatory requirement in DoD hiring systems. A member who is not certified may still qualify for a position that requires DoD financial management certification as a condition of employment. The most qualified individual will be selected for a position.

Members of the financial management workforce are required to participate in the Financial Management Certification Program; therefore, achieving certification is a condition of employment. Members of the financial management workforce must achieve the appropriate certification level for their positions within 2 years of notification of applicable certification requirements or the period of any extension.

The financial management certification program supports the professional development of the financial management workforce and provides a framework for a standard body of knowledge across all DoD financial business programs.

The financial management certification requirements will vary for positions dependent on the complexity and responsibility of the positions' financial management supervisory and non-supervisory business programs.

Financial management certification requirements are in the conditions of employment and notes in the position description.

Supervisors of financial management coded positions coordinate with the component administrator and component certification authority to determine financial management certification requirements of employees occupying financial management coded positions.