

IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 24-084AF

Closing Date: 07-Nov-24

POSITION DESCRIPTION:

POSN TITLE: FM Analyst

AFSC: 6F0X1 **VICE:** Vacancy - Releveling

Max: E-5 **Min:** E-3

SELECTING SUPERVISOR INFO:

SMSgt Troy Granahan, (515) 261-8253,
troy.granahan@us.af.mil

UNIT OF ASSIGNMENT:

132d CPTF
Des Moines, IA

FAC: 11C100

POSITION #: 0111331834

**Permanent Change of Station (PCS)
may be authorized if in the best
interest of the government.**

WHO MAY APPLY: Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

ASVAB LINE SCORES

GEN 57

PULHES:

333333

Additional Restrictions:

Demonstrated by weight lift of 40 lbs

AREA OF CONSIDERATION:

Fully Qualified 6F031 AFSC

INITIAL

********Checklist must accompany all applications********

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- _____ 2. Copy of Records Review List (RIP).
- _____ 3. AF 422 (Physical Profile Serial Report).
- _____ 4. Copy of most current Fitness Assessment Results with full name and date.
- _____ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- _____ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- _____ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- _____ 8. Technician/Traditional Airman Only - Points Credit Summary.

**** DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

Position Description: (detailed duties of the position)

This position is located in the Air National Guard (ANG) Wing, Comptroller Flight. The purpose of this position is plan, coordinate, and perform comprehensive Accounting and Financial Management analysis, decision support and quality reviews, of base level accounting and financial management programs.

MAJOR DUTIES:

- 1. Independently performs and examines financial management functions to ensure internal and external accounting systems and administrative controls are sufficient to confirm that obligations and disbursements comply with applicable laws, and that funds are safeguarded against waste, loss, and misappropriation. Reviews accounting and pay documents, travel vouchers, and vendor payments to ensure supporting documentation is proper and valid. Performs post-audit voucher reviews. (25%)
- 2. Aggregates data from multiple financial and accounting systems and sources in order to directly or indirectly provide the Comptroller, Wing Commander, United States Property and Fiscal Officer(USPFO), National Guard Bureau (NGB), United States Air Force (USAF), DFAS, Department of the Treasury and senior level management 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. (25%)
- 3. Analyzes and accurately processes financial services transactions (i.e., payroll, debts, and miscellaneous entitlements) while applying quality assurance techniques. Resolves complex functional problems within the pay system for affected customers. Develops recommendations for actions under uncertain conditions with short and rapidly changing program deadlines. Facilitates the resolution of intricate entitlement discrepancies for serviced customers and ensures proper interfaces with appropriate DoD agencies and federal financial systems. (15%)

4. 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. (15%)

5. 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. (10%)

6. Determines the legality of entitlements/collection actions and provides decision support to the Financial Manager. 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. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. 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. Resolves pay and entitlement problems unique to the customer. Manages and executes internal control procedures to protect against fraud, waste, and abuse. (10%)

Performs other duties as assigned.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet requirements as stated in the "Areas of Consideration".
 2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
 3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
 4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
 5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
 6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
 7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
 8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
 9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
 10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
 11. Existing Iowa ANG Promotion policies apply.
 12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
 13. It is mandatory that the appropriate Military Uniform be worn.
 14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4681, 515-252-4047, or 515-252-4751