IOWA AIR AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 26-069AF **Closing Date: 06-Nov-26**

POSITION DESCRIPTION:
POSN TITLE: FM Analyst
AFSC: 6F071 **VICE:**
Max: E-6 **Min:** E-5 Promotable

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

UNIT OF ASSIGNMENT:
Finance
Des Moines IA

FAC: 11C100

POSITION #: 0111332534

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

WHO MAY APPLY: Current (Title 32) AGR IA ANG members of the 132ND Wing.

ASVAB LINE SCORES	**PULHES:**	**Additional Restrictions:**
Gen 57	333333	

AREA OF CONSIDERATION:

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

_____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR).
_____ 2. Copy of Records Review List (RIP).
_____ 3. AF 422 (Physical Profile Serial Report).
_____ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
_____ 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. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**** Submit entire packet as one document. PDF Portfolios will not be accecpted. ****

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:

1. Independently performs and examines financial management functions to ensure internal and external accounting systems and administrative contols 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 Treasury and senior level management with accurate and timely financial reporting. Ensures the proper documentation, accounting, audit ability of funds, and their traceability to the USPFO in accourdance with Department of Defense (DoD) regulations and/or applicable law. (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 assurnace. (15%)
5. Analyzes and measures the effectiveness and efficiancy 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 recieveable, 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 finiacial management technical methods, techniques, precedent cases, and procdures 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 eligiblity 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 Indivdual selected must perform all duties and conform to hours of duty as determinded 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. Contunuance of tour is subject to satisfactory duty performance.
11. Existing Iowa ANG Promotion policies apply.
12. Subject to program contunuance, member succesfully completeing 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.

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 1530 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. PDF Portfolios will not be accecpted.

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 sex.

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, 515-252-4514, or 515-252-4751