



District of Columbia National Guard

Accelerated Hiring Announcement

Title 32 Dual Status Technician

DC-AHA-AR-24-015



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p style="text-align: center;">donald.w.woodley.mil@army.mil</p>	<p>OPENING DATE: 22 MAY 2024</p>	<p>CLOSING DATE: 24 MAY 2024</p>
	<p>Position Title: ACCOUNTING OFFICER Min Grade: CPT(O3) Max Grade: MAJ(O4) MOS: N/A GRADE: GS-0510-12</p>	
	<p>AREA OF CONSIDERATION: GROUP II Current military member (Traditional/AGR/DS) within the (DCANG) (DCARNG)</p>	
<p>Position Location: DC ARMY NATIONAL GUARD LOCATION: USPFO 189 POREMBA CT, BLDG. 350, JBAB WASHINGTON, DC 20373</p>	<p>NOTE: This position is subject to provisions of the DoD Priority Placement Program.</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p>		
<p style="text-align: center;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 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. 2. Current SF-50 (if applicable) 3. Documentation substantiating DCANG military affiliation and rank 4. Please submit completed packages to: LTC Donald W. Woodley Phone: (202)433-9099 donald.w.woodley.mil@army.mil 		
<p>MINIMUM EXPERIENCE: Skill in collecting and analyzing data effectively, efficiently, and accurately. Skill in applying procedures and directives by reading and interpreting program material. Skill in presenting formal training presentations and briefings. Ability to prepare reports and presentation formats.</p>		
<p>SPECIALIZED EXPERIENCE: Must have 1-year equivalent specialized experience to at least the next lower grade level before being eligible for the next grade level. Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the accountant occupational series and grade. Experiences gained through military technical training schools or civilian academic courses, or related civilian work are included in the one-year on-the-job specialized experience. The applicant's educational degree study program or military or civilian academic courses may substitute for some specialized experience</p>		

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Position: ACCOUNTING OFFICER

Position Description:

1. Provides financial accounting advice, analysis, and assistance to the Financial Manager, USPFO, and all organizational elements of the respective state NG regarding the development of accounting policies, systems, and operating procedures. Responsible for the planning, execution, and installation of all new and/or improved accounting systems within the division. Designs, develops, adapts, revises, evaluates, and implements systems including those utilizing automatic data processing equipment. Studies accounts, reports, and procedural instructions within the broad area of assignment and, as necessary, any legislative and program background pertaining to this program; holds discussions with program officials, employees, supervisors, etc., to learn the details of work processes and procedures; drafts instructions, procedures, manuals, etc., to implement the proposed system or to correct deficiencies in the accounting system uncovered during the study. Renders advice to management on the effects of accounting changes approved and performs related duties necessary to the development of balanced recommendations. Monitors work operations to assure full compliance with procedures and published directives. Makes formal presentations of completed systems packages including the acceptability of the data processing system applied to higher management levels for final approval. Acts as catalyst between various office segments and assures smooth continuity of operations. Provides financial advice and expertise to other organizational elements of the state ARNG during the development of integrated accounting systems. (30%)
2. Provides both professional accounting assistance and systems design support in the development of automated accounting systems and operating procedures for the Financial Manager. Provides all resource management functional areas with technical assistance during all phases of the development, establishment, and maintenance of integrated accounting systems. (30%)
3. Serves as a professional accountant administering accounting systems. Performs duties involving: receipt and distribution of funds throughout the state; maintaining the standard general ledger reporting system; analyzing report data which records transactions within the system for the purpose of correcting errors, recommending action on unfavorable trends, and preparing financial schedules for briefings, etc.; revising the system structure to implement new reporting requirements; and advising and assisting financial analysts in supported organizations on these matters. Applies professional accounting principles, analysis, theories, concepts, and practices to unique situations; employs accounting policies/standards in the resolution of unprecedented problems/situations; and utilizes non-conventional methodologies as required. Implements policies and procedures encompassing different facets of accounting, i.e., general fund accounting, cost accounting, and reimbursement accounting and working capital funds. Studies interrelationships of systems encompassing the entire spectrum of the Army financial arena (e.g., Standard Army Financial System (STANFINS), Integrated Army Travel System (IATS), The Commercial Accounts Processing System (CAPS), Standard Procurement System (SPS), Defense Joint Military Pay System – Reserve Component (DJMS-RC), Standard Army Intermediate Logistics Systems (SAILS), Joint Services Software (JSS), Standard Army Civilian Payroll System (STARCIPS), and Command Unique Systems. Assignments also require an understanding of the characteristics and capabilities of the accounting software architecture and Enterprise Data System (EDS) for Financial Management. (20%).
4. As the Accounting Officer, supervises the work of the Fiscal Accounting Branch within the Comptroller Division. Provides technical supervision of the work of numerous accounting technicians. Plans subordinates' assignments and distributes workload according to priorities and work complexity. Provides counsel and instruction on work problems and administrative matters. As the Senior Accountant in the division, assists, guides, directs and oversees all professional accounting work of the division. (20%).
5. Performs other duties as assigned.

