



MARINE CORPS LOGISTICS BASE ALBANY (MCLBA)

ALBANY, GA

TITLE: FINANCIAL MANAGEMENT ANALYST/GS-0501-11

JOB OPEN: 30 Jan 2024

JOB CLOSE: 04 Feb 2024

SALARY RANGE:	\$72,553-\$94,317
APPOINTMENT TYPE:	PERMANENT
WORK SCHEDULE:	FULL TIME
RELOCATION EXPENSES AUTHORIZED:	NO
LOCATION(S):	ALBANY, GEORGIA

The selectee for this position will serve as a Financial Management Analyst in the Office of the Comptroller, Accounting Branch at Marine Corps Logistics Base, Albany, Georgia.

DUTIES: (not all inclusive list)

- *Performs or advises on work in any of the phases or system of budget administration. The work may include reviewing and evaluating budget requests, reporting of obligations, and expenditures, and other fiscal, accounting, or financial management duties and responsibilities.*
- *Applies a wide range of standard practices and procedures to phases of financial administrative processes. Research regulatory material to obtain factual information. Applies a wide range of analytical techniques to search results. Work contributes to the cost-effective use of funds to assure funds are not over or under obligated and are spent in a timely manner.*
- *Requires comprehensive, detailed knowledge and understanding of budgetary policies, precedents, procedures, and regulations. Detailed intensive knowledge of policies, precedents, goals, objective, regulations, and guidelines of a functional area. Intensive knowledge of administrative and financial management systems, to include DAI, WAWF, SMARTS, and DCAS. Skill in identifying, analyzing, and resolving a range of budgetary problems such as development of alternative methods of funding; formulation of budget estimates for program in which funding requirements have changed significantly. A high degree of skill in analytical reasoning, ability to apply skill to the identification, analysis and conceptualization of budgetary problems and development of alternative solution is required.*
- *Serves as the Lead Defense Travel Administrator for the marine Corps Logistics Base Albany Command.*
- *Operates with a high degree of independence in carrying out financial management responsibilities and assists junior analysts as needed.*

APPLICATION PROCESS: Submit your resume and any supporting documentation via e-mail to MCLBAmanpower@usmc.mil and annotate "Financial Management Analyst GS-501-11" in the subject line. **Resumes must be received by midnight on 04 Feb 2024.**



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YOUR RESUME

- Omit Personally Identifiable Information (PII) from your resume (i.e. SSN, DOB, Age, Race, etc...)
- Your work experience **must** include:
 - Employer's name
 - Employer's address
 - Your job title
 - Start and end date
 - Hours worked per week/ Full Time or Part Time
 - Your duties, skills and accomplishments
- Resumes **must** be submitted in Adobe PDF format or using Microsoft Office **2007 or newer**.
- It is **recommended** that your work experience include:
 - Salary
 - Currency of your salary
 - Salary rate (is it bi-weekly, monthly, yearly, etc?)
 - Whether or not we can contact your supervisor

CONDITIONS OF EMPLOYMENT/ELIGIBILITY

- ✓ Must be a U.S. Citizen. Must be able to pass a background check and meet suitability requirements (physical requirements).
- ✓ This is a Department of Navy (DON) Non-critical sensitive position, and the employee is required to obtain and maintain a SECRET security clearance.

THIS IS A DIRECT HIRE ANNOUNCEMENT. This is a public notice. This position will be recruited and filled under the Direct Hiring Authority (DHA): ZSCXX/Modified Direct Hire Auth, Section 1109; PL, 116-92, dated 12120/2019. Competitive rating and ranking of applicants is not required under the Direct Hire process.

- **Military Retirees.** Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- **Qualifications:** Applicants will be rated in accordance with the OPM Qualification Standards. You must meet any minimum experience or training requirements per OPM qualifications standards and show thorough experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. (classification standards can be found at opm.gov)
- **How You Will Be Evaluated:** You will be evaluated for this job based on how well you meet the qualifications above and your experience performing duties same/similar to those annotated on the flyer. Your submitted resume will be used to determine your qualifications and experience

