



MARINE CORPS LOGISTICS BASE ALBANY (MCLBA)

ALBANY, GA

TITLE: FINANCIAL MANAGEMENT ANALYST/GS-0501-07/09

JOB OPEN: 30 Jan 2024

JOB CLOSE: 04 Feb 2024

SALARY RANGE:	\$49,025 - \$77,955
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, Budget Branch at Marine Corps Logistics Base, Albany, Georgia.

DUTIES: (not all inclusive list)

- *Performs functions such as evaluating budget requests, control, and reporting of obligations and expenditures. Work may include development, determination, and interpretation of budgetary policies, and practices.*
- *Researches guides to local accounting, budgetary, and financial information for use by managers.*
- *Performs specialized work involving administrative work in connection with accounting systems; interpretive functions associated with the management and control of recourse or funds.*
- *A comprehensive knowledge of budgetary and exaction policies and procedures; the ability to work with a high degree of independence and judgment of complex and varied regulations., variety of other fiscal, accounting, or financial management duties and responsibility may also be performed by incumbents of this position.*
- *Monitors seller and buyer Reimbursable Agreements for MCLB Albany, retaining key supporting documentation to ensure records and audit compliant.*
- *Acts as a liaison with the Business Performance Office (BPO) to ensure General Terms & Conditions (GT&C) are completed and loaded within the Treasury G-Invoicing and DAI systems.*
- *Maintains awareness of trading partner readiness across the federal agencies to ensure compliance with G-Invoicing requirements*
- *Reconcile G-Invoicing CARS and E2E Billing Reports.*

APPLICATION PROCESS: Submit your resume and any supporting documentation via e-mail to MCLBAmanpower@usmc.mil and annotate "Financial Management Analyst GS-501-07/09" in the subject line. **Resumes must be received by midnight on 04 Feb 2024.**



TITLE: FINANCIAL MANAGEMENT ANALYST/GS-0501-07/09

JOB OPEN: 30 Jan 2024

JOB CLOSE: 04 Feb 2024

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

