



**VIRGIN ISLANDS NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4031 LA GRANDE PRINCESSE, LOT 1B  
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

**ANNOUNCEMENT #27-10**

**Financial Services Technician**

<b>Opening Date:</b>	<b>13 September 2010</b>	<b>27 September 2010</b>
<b>Position:</b>	Financial Services Technician	
<b>Series/Grade:</b>	GS-0503-07	
<b>Salary Range:</b>	\$33,979.00-\$44,176.00 Plus 20.94% COLA Locality Pay 4.72%	
<b>Military Requirements:</b>	ENL: E4-E6 42A, 92A/Y, 25B, 51L	
<b>Position Description</b>	D1986000	
<b>Location:</b>	USP&FO LAJ ARMORY Bethlehem St. Croix VI	
<b>Type of Appointment:</b>	EXCEPTED	
<b>Selecting Official:</b>	Ms. Marie E. Nicholas, Supervisory Financial Technician	

**Area of Consideration:**

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.**

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**BRIEF DESCRIPTION OF DUTIES**

This position is located in the US Property and Fiscal Office (USP&FO) Comptroller Division, Financial Services Branch. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services. Performs broad-in-depth financial analysis of inter-related accounting, logistics and computer file systems concerning pay, accounts payable, and various travel entitlements, using multiple procedures, processes and techniques to evaluate alternatives and arrive at decisions, conclusions and recommendations. Performs in-depth analysis, complicated pay, travel, and accounts payable issues involving substantial corrective actions and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Analyzes particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and applies pertinent

fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Analyzes and resolves tax processing problems based on soldier inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collections. Interprets data to identify problems, determines nature of the problem or issue, decides approaches to use to resolve issues, and recommends solutions for systemic changes to enhance operations. Researches, interprets, analyzes, and applies regulations, policies, procedures and legal decisions to work and /or resolve complex financial issues/problems. Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; i.e. Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Operational Data Store (ODS) Standard Financial System ReDesign1 (SRD1), Defense Travel System (DTS) Integrated Automated Travel System (IATS), etc., by applying a series of different and unrelated methods, processes and techniques involving established financial management systems. Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 Inactive Duty for Training (IDT), (AT), Active Duty for Training (ADT), Active Guard Reserve (AGR), and Active Duty for Operational Support (ADOS). Analyzes and processes transactions directly with U.S. Treasury and local financial institutions to ensure credits and collections are accomplished in a timely manner in accordance with law, regulation and policy. Applies information derived from personnel management systems, to ensure proper pay and entitlements to Soldiers and civilians. Uses computer master files systems, document processing and the effects of transaction on existing records to modify normal automated processes while protecting historical data. Determines appropriate payments to vendors by applying Prompt Payment Act, tax law, contract law, account code structure, invoice processes, and Grants and Cooperative Agreement regulations and guidelines. Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulation, polices and issuances. Schedule, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports. Responds to requests for assistance/information from multiple sources, to include soldiers, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors. Performs other related duties as assigned

**THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.**

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

**QUALIFICATIONS**

**General Experience**

Experience, education or training, which provided a general knowledge of the principles of organization, management, and administration.

**Specialized Experience**

Applicant must have twelve (12) months of specialized experience to qualify for the GS-07 position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

**APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.**

Knowledge and skill, of the procedures and techniques to conduct difficult and responsible analysis and determinations within a complete financial management system to validate transactions and to perform research to resolve inconsistencies.

Comprehensive knowledge of and skills in determining appropriate pay, allowances and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 IDT, AT, ADT, AGR, and ADOS.

Knowledge of related financial regulations and rulings covering diverse types of transactions to function as a technical authority to resolve an extensive range of issues or problem.

Uses broad in-depth, practical knowledge and judgment to reconstruct inaccurate accounts, gathers and organizes information for inquires and resolves problems referred by others.

Knowledge of personnel regulations and personnel management systems necessary to understand the interface with financial management systems and how they affect pay and entitlements to Soldiers and civilians.

Comprehensive knowledge of and skill of computer master file systems, the interrelationship of various financial systems applications and the effects of those applications on existing records to modify normal automated processes while protecting historical data.

Comprehensive knowledge of and skill in determining appropriate payments to vendors by applying Prompt Payment Act, tax law, contract law, account code structure, invoice processes, and Grants and Cooperative Agreement regulations.

Knowledge of fact finding, investigative and problem solving techniques involving reconciliations of discrepancies (Electronic Funds Transfer rejects, pay/personnel/travel mismatches and pay timeliness) that identify, analyze and recommend solutions regarding financial services, multiple entitlements, and payments to personnel on various duty statuses and commercial vendors which may include computation of interest due.

Knowledge and skill in applying principles and practices involving data protected under the Privacy Act.

Knowledge and skill of auditing procedures in order to analyze the full range of pay, travel, and accounts payable pay authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances.

Knowledge of the organizational structure, functions, policies, and processes of the state's National Guard, to include relationships to state entities under DSCA operations.

Knowledge of training techniques and program instruction regarding the full range of financial transactions.

### **BRIEF DESCRIPTION OF WORK**

**Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to**

include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please **enter the month, and year** for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

**TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, 4031 La Grande Princesses, Lot 1B, Christiansted, VI 00820-4353. ATTN: (SSG Williams) at 712-7717. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.**

#### CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: ENL: E-4 to E-6; MOS: 92A/Y, 25B, 51L, 42A
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:

  
KAIJA. SCHJANG  
LTC, GS  
Human Resources Officer

## **Here's what your resume or application must contain**

(in addition to specific information requested in the job vacancy announcement)

### **JOB INFORMATION**

Announcement number, and title and grade(s) of the job for which you are applying.

### **PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

### **EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

### **WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying:

(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

### **OTHER QUALIFICATIONS**

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.

(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.



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NGVI-HRO

14 September 2010

MEMORANDUM FOR VING PERSONNEL

SUBJECT: Amendment to Technician Announcements

1. **AS READS:**

LOCATION: USP&FO LAJ ARMORY VACANCY ANNOUNCEMENT 27-10

**CHANGE TO READ:**

LOCATION: USP&FO

Should you have any questions or concerns regarding this action, please contact the undersigned or SSG Williams at (340)712-7756/7717 DSN: 727-7756/7717.

FOR THE ADJUTANT GENERAL:

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KAI A. SCHJANG  
LTC, GS  
Director of Human Resources