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

Indefinite

Announcement # 11-11

Accounting Technician

Opening Date: 11 March 2011	**Closing Date: 11 April 2011**
Position:	Accounting Technician
Series/Grade:	GS-0525-06-07-8
Salary Range:	Base Pay **GS-06**-$30,577.00 to 39,748.00 **GS-07**-$33,979.00 to 44,176.00 **GS-08**-$37,631.00 to 48,917.00 Plus COLA (17.23% of Base pay) Plus Locality (9.44% of Base pay)
Military Requirements:	Enlisted: E3-E6 MOS: 92A/Y CMF: 42A, 25B, 51L
Position Description:	D1984000
Location:	USPFO Comptroller Division (Fiscal Accounting
Type of Appointment:	EXCEPTED

Selecting Official: SFC Connie S. Francis, Supervisor Accountant

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.**

Brief Description of Duties:

This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of the position is to provide a variety of duties in connection with the maintenance of accounts in an automated environment using a general ledger chart of accounts. Incumbent performs duties necessary to accomplish

accounting functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Conducts joint reviews and maintenance of unliquidated obligations file and all substantiating documents. Performs research of current accounts, historical data and source documents to develop and explain detailed accounting information nor otherwise readily available. Exercises responsibility to check mathematical accuracy, determines necessary accounting transactions, and enters or directs entry of data into a computerized system or onto required forms. Processes and researches disbursements and balance accounts with US Treasury reports that are received from DFAS. Exercises responsibility for research using automated DFAS systems and personal contacts to resolve a variety of transaction involving other operating locations (OPLOC) and agencies. Responds to inquiries of a non-routine nature. Communicates various aspects of accounting in appropriate form and level of detail. Ensures successful interface or connectivity between numerous computer systems and databases. Applies internal control procedures to ensure timely and accurate processing of all accounting transactions. Performs other duties as assigned

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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 job related factor.

QUALIFICATIONS

General Experience:
Clerical experience, which demonstrates arithmetic aptitude and ability, accuracy, and attention to detail, and the ability to apply, established procedures for recording and compiling data.

Specialized Experience:
Applicant must have the following specialized experience to qualify: GS-06, 9 months for the GS-07, 12 months GS-08, 18 months which demonstrates the knowledge, skills and abilities (KSAs) required for the position to be filled.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILL AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

APPLICANTS MUST HAVE THE FOLLOWING EDUCATIONAL REQUIREMENTS:

--A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

--At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree).

--Knowledge and skill to suggest specific changes to the guidelines themselves, development of control mechanisms, additional training for customers, and specific guidance related to the procedural handling of documents and information.

--Knowledge and skill to examine accounts and resolve difficult reconciliations that may result from different accounting codes used due to deployments and contractual issues that require an analysis of adjustments and making corrective entries in applicable accounts.

--Knowledge of analytical and evaluative techniques to conduct a variety of fiscal reconciliations, reviews, and account adjustments, including associated budget adjustments necessary to balance all Programs Managers' accounts with both the approved budget and the federal database of record

--Knowledge and skill of fact finding and investigative techniques that identify, analyze and recommend solutions regarding fiscal accounting activity, such as: system administration, funds control, commitments, obligations, disbursements, pre-payment validation, reimbursements (Military Interdepartmental Purchase Request's Letters Of Authority, 2850R's etc.), cash collections, reconciliations, fiscal year start-up, monthly close out (culminating with fiscal year close out) accounting processing and their effect on accounting for federal resources

--Knowledge of fiscal law: DoD, DA, NGB, FORSCOM, and DFAS regulations, Standing Operating Procedures and policies; and specific financial regulations including DFAS-IN 37-100, DoD Financial Management Regulations, DFAS-IN 37-1, AR 37-1,Joint Federal Travel Regulation/Joint Travel Regulation, Defense Travel Service Manual, Army National Guard (ARNG) Standing Operating Procedures, Automated Fund Control Order System (AFCOS), Assistant Sectary of the Army, Financial Management and Comptroller (ASA FM&C) policy memorandums and issuances regarding fiscal accounting procedures and rulings

--Knowledge of diverse types of financial transactions, functioning as the technical authority for the resolution of an extensive range of issues and problems. Skill in researching, interpreting, analyzing, and applying regulations, polices, procedures and legal decisions.

--Knowledge and skills regarding automated accounting systems and the effect of accounting transactions on the validity of the organizations' financial posture procedures and legal decisions

--Knowledge of Cooperative Agreements and Grants rules, regulations and state/federal processes and their effects on the accounting system.

--Knowledge of and skills regarding records management and communication techniques. Knowledge and skill in applying principles and practices involving data protected under the Privacy Act.

-- Knowledge and skill in providing quality and time sensitive customer service techniques.

DESCRIPTION OF WORK

Describe your specific duties, paid or non-paid work experience, duties, responsibilities and accomplishments related to the job for which you are applying. **If you describe more than one type of work, write the approximate time performed in each.** Please **enter** the **month, and year** for each period. Omission of these requirements can result in disqualification of your application.

TO APPLY: Mail Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG Williams) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. 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. **Copy of transcript MUST be included with application.**

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 PEC for new FTS personnel 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 Enlisted: E3 thru E6; MOS: 92A/Y.CMF: 42A, 25B, 51L
7. **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:

KARA. SCHJANG
LTC, GS
Human Resources Officer