

POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
141st COMPTROLLER FLIGHT
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-25-11-005

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
141st Comptroller Flight 1403 W El Paso Avenue, Bldg 459 Fairchild AFB WA 99011	22 Nov 2024	13 Jan 2025	1142519
POSITION TITLE, GRADE, AFSC, FACILITY:			
Budget Officer, O-1 to O-4, 65F3			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
This position is offered as a COMMISSIONING OPPORTUNITY or as a fully qualified officer position O-1 to O-4 int the WA ANG at Fairchild AFB:			
<ol style="list-style-type: none"> 1. A Bachelor's degree from a regionally accredited institution 2. Must meet qualifying AFOQT scores. 3. Must meet Air Force physical fitness standards IAW DAFMAN 36-2905 4. Must possess a 65F3 AFSC; or able to obtain AFSC within 1 year. 5. Meets Air Force fitness standards. 6. Must possess or be able to attain a SECRET security clearance. 			
AREA OF CONSIDERATION:			
All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the Washington Air National Guard			
WORKING CONDITIONS:			
Work is performed in an office setting involving everyday risks or discomforts. Normal safety precautions are required.			
SUMMARY OF DUTIES:			
<ol style="list-style-type: none"> 1. Plans, organizes, develops techniques and establishes internal controls to manage financial services and analysis operations. Determines organizational structure, personnel, training needs, and security requirements for safeguarding entrusted assets. Establishes performance standards, work schedules, and priorities. Develops, reviews, coordinates, and executes financial management plans to support peacetime, exercise, contingency, and wartime operations. Establishes training program for functional professional development. 2. Directs financial management activities. Supervises, manages, and administers financial services and/or analysis activities. These include reviewing adequacy of internal controls and quality of services; providing assistance and performing cost estimates and economic analysis; and overseeing funds distribution and management. Establishes performance standards to evaluate cost and efficiency. Inspects, reviews, and evaluates effectiveness of work methods, procedures, and personnel. Provides customer service. Interacts and coordinates with organizations on financial matters. Interprets financial directives. 			

3. Coordinates financial management activities. Advises commander and staff on status and progress of command programs. Coordinates with commander, staff, and units in developing and executing financial plans, schedules, and programs. Advises, coordinates, and makes recommendations on validity and propriety of requirements, effective allocation and use of financial resources, and redistribution of resources within fund limitations. Verifies estimated costs are realistic and reasonable. Coordinates on deficiencies noted in reports from audits, and inspections. Maintains liaison with other agencies to develop standards for financial management policy and procedures.

4. Performs financial management functions. Formulates guidelines for phasing in projected programs and mission changes. Assures identification of required financial resources. Provides forecasts of financial posture. Engages and assists in preparing, programming actions for future year budget requirements. Prepares, justifies and submits financial plan, budget estimates and supplemental budget requirements. Ensures validity of obligations within the language of appropriation acts, current laws, and governing directives. Maintains statutory responsibility for preventing over-obligation of appropriated funds through funds certification. Collects, analyzes, and interprets resource data. Establishes procedures and safeguards against fraud and fund losses. Evaluates impact of legislative action, executive orders and Comptroller General decisions on financial operations. Formulates financial management policies and procedures. Provides professional advice and management skills in developing and maintaining banking and credit union services. Provides analysis, policy, and oversight for non-appropriated fund financial management. Conducts analyses supporting cost projection and resource utilization effectiveness. Performs, reviews, and certifies adequacy of cost comparisons and economic analyses.

5. Conducts financial management and information studies. Prepares studies evaluating the effects of changes in policies, procedures, and technology. Prepares findings and recommendations for presentation to commander and staff.

6. Maintains proficiency and trains others in financial management during contingency/war fighting operations

SPECIALTY QUALIFICATIONS:

Education: Education requirements desired: Economics or Accounting and Related Services or Business/Managerial Economics or Management Sciences and Quantitative Methods or Finance and Financial Management Services or Mathematics and Statistics or Business, Management, Marketing and Related Support Services or Engineering

Training. For award of AFSC 65F3, completion of the Basic Financial Management Officer course is mandatory.

Experience. For award of AFSC 65F3, a minimum of 18 months of experience is mandatory in financial management assignments.

Other. The following are mandatory for entry, award, and retention of this AFSC: No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

INFORMATION

1. If selectee is an AGR or Technician, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

1. Resume cover letter
2. Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
3. Unofficial college transcripts if applying for a commissioning opportunity.
4. Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages (only applies to current members of the USAF, USAFR or ANG)
5. Point Credit Summary (PCARS) from the vMPF, under Self-Service Actions, Personal Data, PCARS. Print “View All”, minus the PCARS definitions and FAQ pages (only applies to current members of the USAFR or ANG)
6. Current Report of Individual Fitness history.
7. Letter(s) of Recommendation (Optional)

EMAIL RESUME TO:

Lt Col Jeffrey McElroy
jeffrey.mcelroy.1@us.af.mil

Applications must be received NLT 1200 on closing date.

OR SEND TO:

141 Comptroller Flight
1403 W El Paso Avenue, Bldg 459
FAIRCHILD AFB WA 99011

Applications must be received NLT 1200 on closing date.

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.