



**MARINE CORPS LOGISTICS BASE ALBANY (MCLBA)**  
**ALBANY, GA**

**TITLE: Financial Manager, GS-0505-13**

**JOB OPEN: 26 Apr 2024**

**JOB CLOSE: 11 May 2024**

**SALARY RANGE GS-0505-13:**

**\$103,409 - \$134,435**

**APPOINTMENT TYPE:**

**PERMANENT**

**WORK SCHEDULE:**

**FULL TIME**

**RELOCATION EXPENSES AUTHORIZED:**

**MAY BE AUTHORIZED**

**LOCATION(S):**

**ALBANY, GEORGIA**

The selectee for this position will serve as the Marine Corps Logistics Command (MARCORLOGCOM), Marine Depot Maintenance Command (MDMC), Business Finance Division Deputy Director, and to direct and supervise the Budget Development and Execution and Fiscal Compliance and Accounting Branches. Exercises full technical and administrative management over the personnel in the Division.

**FINANCIAL MANAGER DUTIES:** (not all-inclusive list)

- *Serves as the principal financial advisor to the Business Financial Division Director, Manager (BFM), senior staff management, major subordinate commands. Assist the BFM in providing timely and sound financial advice to management officials at all levels to assist them in making effective management decisions and for program planning.*
- *Participates in short and long-range planning activities as the BFM's representative on station committees and task forces; responds to requests for technical financial advice and guidance; and offers information and advice pertinent to the discussion in formal and informal management discussions, briefings, and meetings etc, on a regular basis.*
- *Assist in the formulation, justification, review, and execution of the Command's Navy Working Capital Fund (NWCF) budget for multi-year operations and capital investment program.*
- *Develops, coordinates and organizes an integrated system of financial services, including budgeting, accounting, financial analysis, operational review, accounts payable, civilian pay, travel, government travel card program, and financial management reporting.*
- *Establishes and directs financial policies to ensure compliance with fiduciary responsibilities, statutory requirements, regulations, procedures, national and local policies enabling the optimum use and control of financial resources.*
- *Assist the BFM in their responsibility and actively participates in maintaining and developing a responsive system of reporting general management and financial data.*
- *Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in*



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*consideration of skills and qualifications, mission requirements, and EEO and diversity objectives.*

- Incumbent establishes through subordinate managers/supervisors/team leaders, assigns, directs and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and program managers and holds them responsible for the performance of their organization elements. Plans and promotes the training and development of employees. Mentors employees to develop Certified Defense Financial Managers.*
- Administers the Government Travel Card Program and Safety Program with Business Finance Division.*

**Qualifications:** (not all-inclusive list)

- Your resume must demonstrate the following experience:*
- Applicants must meet all qualifications and eligibility requirements by the date of the announcement including time-in-grade restrictions, specialized experience and/or education, as defined below.*

*Time in grade: Current federal employees applying for a promotion opportunity must meet time-in-grade (TIG) requirement of 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled.*

- Specialized experience must demonstrate the following: managing and directing an integrated financial management system or program that includes budgeting, accounting, and managerial-financial reporting to provide analysis and information that is used in the direction, evaluation, and control of depot operations.*

*Experience: Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the financial management occupational series and grade. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.*

- Official College transcript (this is Mandatory)*

**Education:**

- Must possess at least a Bachelor's degree in one of, or a combination of the following disciplines: accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management. Apply the education requirement for qualification using the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions.*



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- *If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.*
- *Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.*
- *Certification Level 3: THIS IS A FINANCIAL MANAGEMENT Level 3 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position.*
- *Failure to obtain this certification within the required time may subject the incumbent to adverse action. Additional qualification information can be found from the following Office of Personnel Management web site:<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>*

**APPLICATION PROCESS: Submit your resume and any supporting documentation via e-mail to [sbmdmcmnpwrrecruit@usmc.mil](mailto:sbmdmcmnpwrrecruit@usmc.mil). Resumes must be received by midnight on 11 MAY 2024. This job will close when we have received 30 applications which may be sooner than the closing date.**

### **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
  - Average hours per week you worked
  - Start and end date
  - Your duties, skills and accomplishments

It is **recommended** that your work experience include:

- Salary
- Currency of your salary
- Salary rate (is it bi-weekly, monthly, yearly, etc?)
- Average hours per week you worked
- Whether or not we can contact your supervisor



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### **CONDITIONS OF EMPLOYMENT/ELIGIBILITY**

- ✓ Must be a U.S. Citizen
- ✓ Must be able to pass a background check and meet suitability requirements
- ✓ Must be able to obtain and maintain an interim and/or final security clearance prior to entrance on duty

- THIS IS A DIRECT HIRE ANNOUNCEMENT.** Section 1125 of the National Defense Authorization Act for Fiscal Year 2017 authorizes the Secretary of Defense to recruit and appoint qualified candidates directly to positions in the competitive service at any domestic Defense Industrial Base Facility or Major Range and Test Facilities Base. 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](http://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.
- Additional Information:** Tuition Assistance (TA), relocation incentive, and telework may or may not be authorized for this position.