VACANCY ANNOUNCEMENT

JOB TITLE: Financial Analyst

SERIES & GRADE: GS-0501-07

PROMOTION POTENTIAL: GS-09

JOB ANNOUNCEMENT NUMBER: 12-882695-SC

OPEN PERIOD: September 25, 2012 to October 2, 2012

WHERE POSITION IS LOCATED: Department of Defense Education Activity, Department of Defense Dependents Schools Europe, Resource Management Office, Wiesbaden, Germany

Current Duty Location: Wiesbaden Germany. Position may be relocated within the next 18 months to a new location which has yet to be determined.

SALARY RANGE: $33,979 to $54,028 Per Year

Who May Apply: (Local Commuting Area only) Agency employees of DoDDS-Europe who are currently employed on a career appointment in the competitive service in the local commuting area or currently employed on a career-conditional appointment in the competitive service in the local commuting area or currently serving on a family member appointment in the local commuting area.

Local commuting area is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

NOTE: The DOD Policy on overseas employment for civilian employees limits overseas tours to 5 years. Case-by-case extensions beyond the 5 year limit may be granted but are designed only to provide management flexibility to meet defined mission requirements that otherwise cannot be met.

This position is a developmental position, GS-07 (Target GS-09).

MAJOR DUTIES: This position is located in the Resource Management Office, Department of Defense Dependent Schools (DoDDS), Europe. The purpose of the position is to serve as a Defense Travel Administrator for the Area Office and Lead Defense Travel Administrator for DoDDS-Europe. This involves the consistent application of governing directives, policy, and guidance for the travel program. Responsibilities include the development, analysis, execution, and evaluation of assigned programs and projects. Serve as a Lead Defense Travel System Administrator, action officer for the Defense Travel System, and help desk point of contact. Serve as POC for problems and questions on topics ranging from software use, entitlements, travel policy issues, transaction problems, and payment problems. Provide scheduled classroom training to new users. Responsible for maintaining lines of accounting and assigning these lines to correct activities within DTS. Responsible for ensuring that all financial information remains current and accurate. Analyze and audit travel reimbursement vouchers for accuracy and propriety of expenditure of funds. Screen and verify receipts. Ensure requests for payment are complete, accurate, and conform to applicable regulations. Serve as liaison between DFAS and the traveler.

Coordinate ticketing with the Contracted Travel Office (CTO) to ensure most cost effective and convenient transportation within regulatory guidelines for travelers. Utilize travel log as a research tool for budget and managerial accounting. Prepare and update SOP on travel settlement guidance. Provide advice, assistance, and pertinent information on travel matters to travelers and administrative officials. Prepare reports. Coordinate with Resource Management team members on travel adjustments. Provide support for DoDDS-Europe Ed Division professional development training conferences with key role in planning, implementation of travel arrangements for training conference participants. Support the program for the Government Travel Card program. Research payment histories and manages delinquencies. Provide training and frequent support for the Individually Billed Accounts travel cardholder on the rules and regulations that govern the DOD travel card program when using the Government Travel Card for official travel. Request issuance of travel cards thru City Bank Online Services, administer authorization controls to include spending limit per cycle, ATM limits per cycle, retail limit per cycle, and merchant category code restrictions. Monitor and analyze accounts monthly for transaction authorization, posting, override, and delinquency. Review transaction activity reports for inappropriate use of credit card and irregularities, frequent ATM usage, or local charges. Monitor the over 30-day delinquent travel card report, contacts program APCs concerning delinquencies over 30-days, and provide follow-up. Monitor over 60-day delinquent travel usage report. Provide monthly report to Agency Program Coordinators of suspensions and delinquent accounts. Prepare monthly reports for managers as required. Assist with problem resolution of the GTC program. Assist with a broad range of budget and financial duties including, but not limited to: tracking travel expenditures and maintain cognizance of funding balances, to ensure budgetary ceilings are not exceeded within DTS. Assist in cyclical joint reviews of obligations, payables, and accounting accruals. Perform and extract electronic queries from automated accounting systems to produce analyses. Research financial systems to identify travel disbursements and determine if travel obligations can be closed out. Use various online DFAS databases (EDA) to research recorded disbursements. Conduct ad hoc financial reports to ensure accurate data. Review processed travel claims, tracks expenses, open obligations and provides data to support expenditure analysis, statistical data, and trend analysis for budgetary projections of management decisions making. Indentify problems such as database errors, inaccurate records, reports, regulatory non-compliance, inaccurate guidance, and correctness of payment and accounting of public funds. Analyze and evaluate findings and determines types of corrective action/improvements needed. Recommend necessary changes in procedures and practices for all affected areas, to include modification in training and use of resources.

QUALIFICATIONS REQUIRED: In accordance with OPM Qualifications Standards, www.opm.gov

All eligibility and qualifications requirements must be met by the closing date of this announcement.

Status candidates must meet time-in-grade requirements.

HOW YOU WILL BE EVALUATED:

Once the application process is completed, a review of your resume and supporting documentation will be made to determine if you are qualified for this job.

PAY, BENEFITS AND WORK SCHEDULE:

Position is Full-Time / Permanent

Payment of travel and transportation expenses is **not** authorized.

Living Quarters Allowance (LQA) is not authorized.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

For information on overseas allowances and benefits visit:
http://www.dodea.edu/offices/hr/employment/benefits/default.htm.

For specific allowance rates visit: http://www.dodea.edu/offices/hr/employees/allowances/rates.htm

Medical Care: Applicants who have family members with special medical needs should ensure (prior to accepting a position overseas) that these needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location.

Special Education Services: The Department of Defense Dependents Schools (DoDDS) provides education including special education to children of DoD civilians who are eligible to attend DoDDS schools. However, most schools are not staffed for all special needs. Applicants may review http://www.dodea.edu/education/pps.cfm for more specific information. For additional information, please contact the Department of Defense Education Activity, Student Services Branch, at 703-588-3147/3148.

Applicants must comply with the Exceptional Family Member Program requirements as outlined in the DoD Instruction 1315.19 at http://www.dtic.mil/whs//directives/corres/pdf/131519p.pdf for overseas positions.

CONDITIONS OF EMPLOYMENT:

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Initial overseas tour of duty for Germany is 3 years.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS (Please include vacancy announcement number **12-882695-SC** on all application materials):

___1. Resume

Applications must include the total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week.

Also include a description of your duties and accomplishments, your employer's name

and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.

___2. Transcript

A photocopy of an OFFICIAL college/university transcript from an accredited institution (front and back) must be submitted if qualifying based on education.

___3. Copy of latest SF-50, Notification of Personnel Action, verifying applicant's current Federal civil service employment status.

___4. A copy of the sponsor's Permanent Change of Station orders indicating authorization of dependent travel. Command Sponsorship letter, if you are not on the sponsor's orders.

Applicants may not be considered or rated if they do not submit all of the forms indicated above and failure to submit the required forms will not be a basic for subsequent appeal or grievance.

APPLICATIONS WILL NOT BE RETURNED; therefore, do not submit original documents.

APPLICATIONS MAY BE SUBMITTED IN THE FOLLOWING WAYS:

Applications must indicate the vacancy announcement number and position title for which applying **12-882695-SC**. Applications may only be submitted by one of the following methods:

1. **By Email.** Applications should be attached to an email and sent electronically **as one (1) attachment** to Sheryl.Chapman@eu.dodea.edu

2. **By Fax.** Applications may be faxed (from the U.S.) to 011-49-611-380-7122 or within Europe to 0611-380-7122

Only applications sent to this email address will be accepted.

Applications must be scanned using Adobe Acrobat into a single file attachment in ".pdf" format.

You will receive a verification of receipt within 48 hours of receipt of your electronically submitted email application.

You may call (49) 611-380-7367 to verify receipt of a faxed application. As an alternative, when submitting your application via email, you may turn on the option of "read receipt".

All applicants will be considered without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, creed, gender, age, sexual orientation, non-disqualifying physical or mental disability or any other non-merit factor. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would pose an undue hardship on the employing agency.

DoDEA is an equal opportunity employer. There will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.