



## **\*\*MILITARY VACANCY ANNOUNCEMENT\*\***

**K3 MVA: 24-011**

**UNIT: 142 CPTF**

**TITLE: FINANCIAL MANAGEMENT**

**AFSC: 6F0X1**

**POSITION GRADE: SSGT**

**POSITION NUMBER: 0113619534**

**POST DATE: 12-APR-24**

**CLOSE OUT DATE: 26-MAY-24**

**STATUS: Drill Status Guardsmen**

### **Who may apply:**

- Current on-board members of the 142d Wing.
- Current on-board members in the Oregon Air National Guard.
- Members eligible to join the Oregon Air National Guard.

### **Special Duty Summary:**

Provides financial decision support, services, and resources to support the Air Force's war-fighting mission. Performs, supervises, manages, and directs financial management activities both at home station and deployed locations. Provides customer service and maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Prepares and executes budget execution plans. Performs audits and implements fraud prevention measures.

### **Duties and Responsibilities:**

Provides customer service. Advises, interacts, and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments, and certified vouchers. Prepares accountability records and reports.

Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial reports.

Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.

Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership.

### **Specialty Qualifications:**

Knowledge. Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

For entry into this specialty, the member must have the ability to obtain the required Department of Defense Financial Management (DoD FM) Certification IAW the FY2012 National Defense Authorization Act. Reference DOD Instruction 1300.26 for requirements.

**HOW TO APPLY:**

Application package will consist of a signed resume detailing your experience, military and civilian education, recommendation letter from unit commander, Official Air Force Biography (with a photo), a record review RIP (from vMPF) w/in 60 days, AF Form 422, a copy of current Tier II Physical Fitness Assessment, and your last 2 EPRs.

Email Packages to: SMSgt Thomas Sorensen, [thomas.sorensen@us.af.mil](mailto:thomas.sorensen@us.af.mil)

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