

Finance Specialist

Clarification from the agency

This announcement serves as a Direct Hire Public Notice to gather resumes. Applications will be accepted from All U.S. Citizens under Direct Hire Authority. The 'Rule of Three', Veterans Preference and traditional rating and ranking of applicants does not apply to this vacancy.

Duties

As a Transportation Finance Specialist, you will:

- Serve as a technical advisor for FHWA division personnel, Headquarters personnel, and State DOT employees on various phases of auditing.
- Responsible for establishing, reviewing, and maintaining internal controls to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations.
- Develops financial management reports and conducts analysis to help resolve financial operations issues.
- Oversee the collection, review and communication of data requested by financial statement auditors or other outside entities requesting obligation or payment data.

The ideal candidate for this position is an experienced and highly motivated person looking to expand their knowledge and experience in governmental finance, budgets, and information control systems.

Requirements

Conditions of Employment

- You must be a U.S. citizen & meet specialized experience to qualify
- Submit application and resume online by 11:59 PM EST on the closing date
- Required documents must be submitted by the closing date.
- Direct Hire Authority will be used to fill this position

CONDITIONS OF EMPLOYMENT:

- **SELECTIVE SERVICE:** Males born after 12/31/1959 must be registered for the Selective Service.
- **GOVERNMENT TRAVEL CARD:** Travel will vary by position. If the position requires travel, a government contractor-issued travel card will be issued and must be retained for official business only.
- **PCS/RELOCATION/RECRUITMENT:** Permanent Change of Station (PCS), Relocation, and Recruitment Incentive authorization varies by position/selection and a service agreement may be required.
- **PROBATIONARY PERIOD:** You must complete a one-year probationary period (unless already completed).
- **SUPERVISORY PROBATIONARY PERIOD:** This announcement may be used to fill Supervisor or Manager positions. Supervisory or Lead duties may be assigned based on position/selection. Management Level and grade will be determined by the appointing agency. If selected, you must complete a one-year supervisory probationary period (unless already completed).
- **FINANCIAL DISCLOSURE:** Varies by position. If applicable, the applicant selected is required to submit a Confidential Financial Disclosure Report (OGE Form 450) within 30 days of appointment and annually thereafter.
- **TOUR RENEWAL/HOME LEAVE:** Tour renewal and home leave may be offered based on location and position/selection and a service agreement may be required.
- **POSITION SENSITIVITY AND RISK:** Varies by position and will be based on the position to which appointed.
- **SECURITY CLEARANCE:** Varies by position. If applicable, you must be able to obtain and maintain the appropriate security clearance of the position to which appointed.
- **BACKGROUND INVESTIGATION:** You may be required to complete a background/security investigation and meet preliminary requirements prior to onboarding.

Qualifications

To meet the minimum qualifications for this position, you must meet either the education or specialized experience requirements for the grade at which you are requesting consideration.

To qualify for the GS-11 on Experience, you must have at least one year of experience equal or equivalent to the GS-09 it must include:

- Experience organizing, analyzing, and interpreting numerical or financial data.

To qualify for the GS-11 on Education alone, you must have:

- 3 years of progressively higher-level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

You can also qualify based on a combination of higher-level graduate education and experience. This must be fully supported by your resume and transcripts, provided with your application.

To qualify for the GS-12 on Experience, you must have at least one year of experience equal or equivalent to the GS-11 it must include:

- Experience conducting reviews and/or audits of financial programs such as financial integrity reviews to ensure expenditure of funds in accordance with regulatory or legal requirements.

You cannot qualify on education at the GS-12 level; you must have experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

1. Technical Credibility - Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
2. Compliance - Knowledge of procedures for assessing, evaluating, and monitoring programs or projects for compliance with Federal laws, regulations, and guidance.
3. Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.

For all types of consideration, 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, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience

Other applicants must meet all qualification requirements by the closing date of this announcement.

If you have questions, please contact Michael Avery at phone: 202 258 3615 or Email: Michael.avery@dot.gov