

**DELAWARE NATIONAL GUARD
STATE POSITION VACANCY ANNOUNCEMENT**

ADMINISTRATIVE DATA:

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Budget Technician	PVA # 10-20	1-Nov-19	22-Nov-19
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S87231-02 / S87231-01	11540	GS-09/08	\$50,450.00 - \$72,435.00
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Permanent	Non-Dual Status	Army/Air	0561
Supervisory/Managerial Status:	Work Schedule:	Travel Required:	Relocation Authority:
No - Neither	Full-Time	Not Required	No
State Personnel Branch Contact Information:		Work Location:	
Email: ng.de.dearng.list.hro-state@mail.mil Phone: 302-326-7477		JFHQ - State Comptroller's Office New Castle, DE 19720	

AREA OF CONSIDERATION:

- ☐ **AREA I** - All presently employed permanent Title 20 Non-Dual Status employees of the Delaware National Guard.
- ☐ **AREA II** - All presently employed permanent Title 20 Dual Status employees of the Delaware National Guard.
- ☐ **AREA III** - All current military members of the Delaware National Guard (Army or Air) eligible for Title 20 employment.
- ☐ **AREA IV** - All other presently employed permanent employees of the Delaware National Guard eligible for Title 20 employment.
- ☒ **AREA V** - All personnel eligible for Title 20 employment in the Delaware National Guard.

SELECTIVE PLACEMENT FACTORS:

APPLICATION PROCEDURES: All interested applicants for this position must submit a Resume, DNG Form 51 (Optional for Non-Dual Status position vacancies), SF 181 (Optional), & supporting/miscellaneous documents. Application packets forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Application packets should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the PVA. Do not include photo copies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA. **Application packet must be forwarded to Joint Force Headquarters, ATTN: NGDE-HRO-SP via email to: ng.de.dearng.list.hro-state@mail.mil as one package**, NOT LATER THAN the application deadline. Applications received AFTER the application deadline WILL NOT BE CONSIDERED.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum qualifications necessary to perform the duties and responsibilities of the position.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

NOTES

1. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
2. No commitment will be made to any nominee prior to a review of qualifications by this office.
3. A pre-placement physical/examination is NOT required for employment in this position.
4. Other: Incumbent must be able to obtain and maintain a SECRET security clearance.
5. Other:

Phillip M. Croall
Delaware National Guard
Human Resource Officer

DISTRIBUTION:
1 – Requesting Official
1 – DENG Website

SUMMARY OF DUTIES AND RESPONSIBILITIES

The complete position description is on file in the HRO (State Personnel Branch) and available for review upon request

- Serves as the Budget Technician and assists with the overall preparation of the Delaware National Guard State budget request each fiscal year. Reviews and consolidates budget estimates while taking into account various issues, conflicts, and problems within the budget preparation process. Performs data entry functions into the Delaware Budget System (DBS) as required and queries reports as necessary.
- Provide assistance on the application, allocation, and disbursement of state and federal funds. Assists the Budget Analyst in the distribution and control of funds to all Master Cooperative Agreement (MCA) programs and maintains necessary records. Reconciles accounts for a variety of transactions involving a number of different programs.
- Prepare statistical reports and records of daily, weekly, monthly, and annual reports as required. Analyzes particular facts of financial transactions problems/issues, verifies, and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and applies pertinent fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Sorts complicated information and applies a variety of financial methods to resolve related problems and issues. Analyzes results, applies personal initiative and judgment to make recommendations, which may result in changing guidelines affecting internal, State, and USPFO level processes and procedures.
- Codes and enters data into the First State Financials (FSF) system. In detail, reviews, validates, and inputs corresponding information into FSF for funds obligation related to expenditure vouchers, purchase orders, personal expenditure reports, and intergovernmental vouchers received from service organizations for payment of construction, manufacturing, and delivery of goods to the Delaware National Guard under standard and long term contracts, which include advance payments, and partial payments. Obtains required missing information, signatures and supporting documentation, and determines the correct appropriation and/or source of funding, and properly classifies expenditure requests. Ensures fund usage meets state and federal statutory and regulatory requirements. Acts as an authorized signature authority when required. Researches fiscal issues arising from incorrect accounts, erroneous payments, late payments, and vendor application errors, and prepares expenditure correction documents to resolve such issues. Processes adjustment vouchers to reconcile final balances.
- Serve as the Reconciler/Coordinator for State Visa card program. Effectively reconciles cardholders' transactions in FSF. Assist in the overall business process to include tracking cardholders, monitoring program usage, and administration. Administers the State Fleet Services and State Travel programs.
- Serves as the Records Management Coordinator, and is responsible for the establishment and maintenance of an office of records for all operations in the office in accordance with prescribed records disposition instructions. Responsible for developing, maintaining, and updating Internal Control Policies ensuring state priorities and mission objectives are achieved.
- Researches, interprets, analyzes, and applies regulations, policies, procedures, and legal decisions and/or resolve complex financial issues/problems. Use public law, fiscal law, NGB and TAG regulations, the DE code, the State of Delaware Budgeting and Accounting Manual, DE OMB policies and procedures, Federal code of Regulations, United State Code, and NGB 5-1.
- Responsible for payroll preparation using PHRST, fiscal processing utilizing FSF, and energy expenditure trends. Interact extensively with the PHRST and FSF Help Desks to resolve new and complex computer glitches. Serve as Payroll Technician, performing a wide array of payment functions in support of our Payroll/Human Resources Statewide Technology (PHRST) system. Ensure payroll is coded properly and entered into the PHRST system. Review personnel documents for proper application of pay regulations, and inputting the appropriate data into the State's integrated automated system. Examines, verifies, and maintains accounting data.
- Provide training and technical guidance to other budget technicians. Apply pay and leave laws, rules, regulations, and agency policy regarding entitlements to pay and allowances. Maintain payroll records on all employees. Complete complex financial forms for employees. Respond to enquiries from employees, supervisors, timekeepers, HRO, State Payroll Office, DE Division of Unemployment Insurance, financial institutions, IRS, and the DE State Treasurer's Office. Audit time and attendance cards after payment and leave are posted.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

DoD Financial Management Certification Level 1 is a requirement of this position and must be achieved by the incumbent within two years of entrance into this position. Incumbent shall adhere to the guidelines and requirements of this certification program. ADDITIONAL REQUIREMENT: THIS IS A FINANCIAL MANAGEMENT Level 1 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.

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE:

N/A

SPECIALIZED EXPERIENCE:

GS-09: At least one year of specialized experience related to budget and payroll at the GS-08 or equivalent level. Must have completed the following certifications for the core classes to access/utilize First State Financials (FSF) and Payroll Human Resources Statewide Technology (PHRST). Core Classes include but not limited to Accounts Payable, Accounts Receivable, Commitment Control, ERP Security, PCard, Purchasing, Suppliers, PHRST Human Resources/Benefits Administration and Payroll.

GS-08: At least one year of specialized experience related to budget and payroll at the GS-07 or equivalent level. Incumbent must complete the following certifications within a two year period (not required for initial qualification) for core classes to access/utilize First State Financials (FSF) and Payroll Human Resources Statewide Technology (PHRST). Core Classes include but not limited to Accounts Payable, Accounts Receivable, Commitment Control, ERP Security, PCard, Purchasing, Suppliers, PHRST Human Resources/Benefits Administration and Payroll.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: N/A

QUALITY OF EXPERIENCE: Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

PROBATIONARY PERIOD

Employees will normally serve a one year probationary period. The probationary period is the initial one year intended to ensure the employee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued employment. (TPR 300 para 1-7)