



# MARINE CORPS LOGISTICS BASE ALBANY (MCLBA)

ALBANY, GA

**TITLE: Supervisory Financial Management Analyst, GS-0501-13**

**JOB OPEN: 3 Feb 2025**

**JOB CLOSE: 9 Feb 2025**

**ANNUAL SALARY RANGE: \$105,383 - \$137,000**

**APPOINTMENT TYPE: PERMANENT**

**WORK SCHEDULE: FULL TIME**

**INCENTIVE AUTHORIZED: MAY BE CONSIDERED, BUT NOT GUARANTEED**

**PCS FUNDING: MAY BE CONSIDERED, BUT NOT GUARANTEED**

**LOCATION(S): ALBANY, GEORGIA**

The selectee for this position will serve as the Deputy Comptroller in the Office of the Comptroller at Marine Corps Logistics Base, Albany, Georgia.

## **DUTIES:** (not all inclusive list)

- *Serve as the Deputy Comptroller*
  - ✓ *Understands and interprets the data of financial, accounting, and economic analysis to prepare reports for decision making by applying principles of accounting.*
  - ✓ *Performs or advises on work in any of the phases or systems of budget administration (such as budget and cost estimate to support plans, programs, and activities, including presenting and defending budget shortfalls and requirements).*
  - ✓ *Ability to gather and extract data from various financial systems to perform analysis and classification of complex and unusual transactions requiring substantial research.*
  - ✓ *Interpret and advise others on financial policies, regulation, and principles to determine compliance and validate adherence to regulatory requirements.*
  - ✓ *Provide management and oversight over Accounting, Budget, Labor Management, and Payroll staff.*
  - ✓ *Assign work to subordinates, develop performance standards and evaluate employee performance. comprehensive, detailed knowledge and understanding of the development and evaluation of employee performance. understanding principle of employee counseling, discipline, mentoring, resolution of employee issues/complaints.*
- *Manage the Defense Travel System and Government Travel Charge Card program.*
- *Manage and perform accounting processes and requirements using expert knowledge of audit compliance, planning, and execution.*
- *Manage and perform labor management and payroll processes and requirements using expert knowledge of audit compliance, planning, and execution.*

**APPLICATION PROCESS:** Submit your resume and any supporting documentation via e-mail to [MCLBAm manpower@usmc.mil](mailto:MCLBAm manpower@usmc.mil) Annotate "Supervisory Financial Management Analyst" in the subject line. **Resumes must be received by midnight on 9 Feb 2025.**



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### YOUR RESUME

- Omit Personally Identifiable Information (PII) from your resume (i.e. SSN, DOB, Age, Race, etc....)
- Current Federal Employees **MUST** include SF-50s validating the time in grade at the lowest level that makes you eligible for the position. Examples of appropriate SF-50s include promotions and within grade increases (WGI), NOT performance awards or General Adjust
- Resumes **must** be submitted in Adobe PDF format or using Microsoft Office **2007 or newer**.

-Your work experience **must** include:

- Employer's name
- Employer's address
- Your job title
- Start and end date
- Hours worked per week/Full Time or Part Time
- 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.?)
- Whether or not we can contact your supervisor

### CONDITIONS OF EMPLOYMENT/ELIGIBILITY

- ✓ Employee must obtain and maintain a Secret security clearance.
- ✓ This is a Financial Management Level III certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. You must achieve this level within prescribed timelines. Certification requirements are in DoD Instruction 1300.2
- ✓ Must be a U.S. Citizen.
- ✓ Must be able to pass a background check.

- ❑ **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.
- ❑ **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.