

## PHILADELPHIA DISTRICT – NOW HIRING

*Financial Management Analyst GS-05, Full Performance Level GS-11 (1 Vacancy)*

*THIS IS A DIRECT HIRE SOLICITATION – THIS POSITION IS BEING ADVERTISED THROUGH THE DIRECT-HIRE AUTHORITY (DHA) RECENT GRADUATES AND POST-SECONDARY STUDENTS AS RECENT GRADUATES (PUBLIC LAW 114-225, SECTION 1106).*

This announcement is targeting recent graduates who meet the following criteria:

Recent Graduate: a person who was awarded a degree by an institution of higher education not more than two years before the date of the appointment of the applicant. Exception: For a person who has completed a period of obligated service in a uniformed service of more than four years, the degree may be awarded by an institution of higher education not more than four years before the date of the appointment of the applicant.

**HOW TO APPLY** – Email the following documents to [Miranda.G.Gibson@usace.army.mil](mailto:Miranda.G.Gibson@usace.army.mil):

- a. A copy of your most current Resume which clearly identifies beginning and ending dates of employment. Include work experiences and skills exhibited, number of hours per week worked at each job, and associated references.
- b. An unofficial copy of your college transcript which includes the name of your educational institute, your identifying information, the degree conferred, and date degree conferred.

Opens: 22 August 2019. Closes: These documents must be emailed no later than 11:59 pm on 26 August 2019.

***This position is located at U.S. Army Corps of Engineers, Philadelphia District, Resource Management Division, Finance and Accounting Branch, 100 Penn Sq East, Philadelphia, PA. This is a permanent Federal civilian position which include: paid holidays, annual and sick leave, health, dental, vision and life insurance, public transportation subsidy, and participation in the Federal Employees Retirement System (FERS) retirement plan, which includes the Thrift Savings Plan, a 401k-style investment plan with up to 5% employer matching.***

**Position Title: Financial Management Analyst GS-0501-05 Full Performance Level GS-11**

**Salary Range: - \$36,776 (step 1) - \$47,804 (step 10) annually**

**POSITION DUTIES: You will:**

- Assist senior specialist/accountants and supervisor in conducting analysis of operating account balances. Generate reports to identify cost data on individual operating accounts, analyzes historical trends, applies basic mathematical formulas to make projections, and make determination for adjustments to budget and/or associated rates.
- Assist higher-grade employee in managing the Government Travel Card Program. Serves as the Agency Program Coordinator (APC) for the Government Travel Card (GTC) program. Generate various reports such as pre-suspension report, activity reports, and delinquency reports. Identifies

card misuse or delinquencies. Communicate any activity on reports generated to supervisor for guidance on resolution. Notifies cardholders and issues 30 and 60 day delinquency letters.

- Assist higher-graded employee in managing the District Mass Transportation Fringe Benefit Program. Represents the District as Point of Contact with USACE Philadelphia District employees. Collects applications from employees and submits to Department of Transportation. The incumbent plans, schedules, and distributes annually \$550,000 in transit vouchers to over 300 employees.

**Qualifications:** Basic Requirement for Position:

General Experience: Three years progressively responsible experience, 1 year of which was equivalent to at least the GS-04 grade level, which includes demonstrated experience of evaluating financial data such as account balances, trends and conditions to provide guidance to account holders. Such experience must have provided the applicant with a broad knowledge of financial management and analytical principles, concepts and practices necessary to evaluate the financial status of an organization.

OR

Education: Four year course of study leading to a bachelor's degree.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 36. Then divide your total number of completed undergraduate semester hours (or equivalent) by 120. Add the two percentages.

**The Administrative Careers With America (ACWA)**

This series is covered under the Administrative Careers With America (ACWA) examining program. The ACWA Program for entry-level hiring is at GS-05 grade level. The selectee for this position must meet the qualification requirements for the position and take and pass the ACWA assessment. The selectee would need to create a USAJOBS account on [www.usajobs.gov](http://www.usajobs.gov) in order to access the ACWA exam.

**Conditions of Employment:**

**Department of Defense Financial Management Certification:** This position requires possession of, or the ability to acquire, a DoD Financial Management Certification Level 1. The certification shall be completed within 24 months after initial date of employment.

**Driver's license:** Must have possession of a valid state driver's license.

**Travel:** Business travel up to 10% of the time.

**Probationary Period:** A two-year Probationary or Trial period may be required.

**Reasonable Accommodation:** Reasonable Accommodation is available to qualified employees with disabilities. For further information visit: <https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

Requirements for positions Upon Job Offer:

Selective service registration  
Proof of US Citizenship  
Direct Deposit of pay