



POSITION ANNOUNCEMENT:

Lead Financial Services Technician (TITLE 5)

SUMMARY: The purpose of this position is to lead a team of financial services technicians that provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services.

Core Competencies and Responsibilities: Serves as Team Leader.

Communicates assignments, projects, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. Coaches the team in the selection and application of appropriate problem solving methods and techniques; advises on work methods, practices and procedures; and assists in identifying the parameters of a viable solution. Leads the team in identifying, distributing, and balancing workload and tasks to team members in accordance with established workflow, skill level, and/or occupational specialization. Makes adjustments to accomplish the workload in accordance with established priorities. The incumbent will:

- Performs broad-in-depth financial analysis of inter-related accounting, logistics and computer file systems concerning pay, accounts payable, and various travel entitlements, using multiple procedures, processes and techniques to evaluate alternatives and arrive at decisions, conclusions and recommendations.
- Interprets data to identify problems, determines nature of the problem or issue, decides approaches to use to resolve issues, and recommends solutions for systemic changes to enhance operations. Uses independent judgment to reconstruct incomplete files, devise more efficient methods for procedural processing, gather and organize information for inquiries, or resolve problems referred by others.
- Performs complicated actions to solve problems associated with processing actions regarding multiple pay, travel, and accounts payable financial systems. Incumbent uses related financial regulations and rulings covering diverse types of transactions to function as the technical authority for resolving an extensive range of financial issues or problems.
- Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; i.e. Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Operational Data Store (ODS), Standard Financial System ReDesign1 (SRD1), Defense Travel System (DTS), Integrated Automated Travel System (IATS), etc.

Conditions of Employment:

Condition 1: Must be able to obtain and maintain the appropriate security clearance of the position.

Condition 2: May occasionally be required to work other than normal duty hours; overtime/comp time may be required.

How to apply: To apply for this position, email your resume and cover letter to:

- James.h.lewandowski.mil@army.mil

You may direct any questions regarding the positions or application process to:

- Mr. Jamie Lewandowski, Financial Manager: James.h.lewandowski.mil@army.mil ; 802-338-3185.

Overview

Job Ad Closes: **01/06/2023**

Pay grade: **GS-09**
GS-0503-09, Title 5 (Civilian)
INDEF - NTE 15FEB2024
PD#: NGT5130000

Location:
Camp Johnson, Colchester,
Vermont, 05446