



DEPARTMENT OF THE NAVY CAREER OPPORTUNITIES

Solicitation of Applicants for Financial Management Analyst, GS-0501 Flyer #23-009

How to apply: The United States Naval Observatory (USNO) is accepting resumes to fill multiple vacancies for Financial Management Analysts under the Direct Hire Authority for certain personnel of the Department of Defense. USNO will evaluate and consider resumes as they are received through September 30, 2023, or until the position(s) is (are) filled.

Resumes and transcripts should be submitted by email to NAVOBSY_NOBS_N1-DL@navy.mil and reference the Flyer # above in the subject line of the email. Unofficial versions of transcripts are acceptable provided they list all coursework, credit hours completed, and the student's name. Cover letters are not required, but are encouraged. Highly qualified applicants will be contacted via email to schedule a job interview.

Salary Range: \$64,957 to \$102,166 Per Annum (for 2023)

Job Location: Washington, DC

About the Job: Successful candidates will be employed by USNO stationed at Washington, DC. USNO provides to the Navy, the Department of Defense (DoD), other federal agencies, and the civil sector precise time, Earth orientation parameters, the positions and motions of celestial bodies, and related astronomical information.

These positions are in the Resources Management Department, which is responsible for financial management and budgeting in support of DoD Precise Time and Astrometry (PTA) requirements.

Highly qualified candidates will demonstrate the following knowledge, skills and abilities:

- Interpreting regulations, policies, and operating instructions applicable to financial management systems
- Preparing funding documents for completeness and accuracy
- Providing accounting and financial support to management
- Evaluating financial requests for compliance with policy and budget
- Preparing cost corrections for incorrect labor, material, or contractual charges
- Assisting in multiple aspects of financial management (e.g. conducting property inventories, researching charges and finding issues, meeting with personnel to discuss budgetary execution)

- Correcting erroneous or rejected labor through financial management systems
- Validating lines of accounting (LOA) on training, travel, and funding documents

Basic Requirements: Appointments to Federal positions will be made at the GS-9 or GS-11 level and are based on the applicant's education and/or experience. Some vacancies have potential for full performance at the GS-12 level. Opportunities are available for applicants in the following field:

- Financial Management Analyst (0501):
 - There are no Individual Occupational Requirements for this series.

General and Career Information: Starting salaries are commensurate with education and experience, plus full benefits. Applicants must be U.S. citizens. Males born after December 31, 1959 are required to be registered with the Selective Service System. **All positions are subject to satisfactory completion of a security investigation, successful completion of a pre-employment physical, and/or drug test.**

Recruitment and relocation incentives **may** be authorized.

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