

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY17-010 AGR-AIR

10 February 2017

POSITION: Financial Management Craftsman, DAFSC 6F091, FAC 151A00, 154th Comptroller Flight (CPTF), Hawaii Air National Guard, Hawaii (HIANG).
(To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length.

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 10 March 2017

RECRUITMENT AREA: Present enlisted MSgt (E-7) and SMSgt (E-8) that are current HIANG members or eligible to become members of the HIANG (Nationwide). Must currently possess minimum of 6F071 skill level.

SUMMARY OF DUTIES: This position will be used in a leadership role. Provides financial decision support, services, and resources to support the Air Force's war-fighting mission. Performs, supervises, manages and directs financial management activities both at home station and deployed locations. Provides customer service and financial analysis for various organizations, vendors, and DFAS. Advises, interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial reports. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and execution plans and reports. Analyzes financial execution, identifies and explains variances, and prepares narrative justification to support financial requirements. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial

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implications. Reviews reimbursement program status. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Cross-training is not authorized. Must have a minimum 6F071 skill level.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES

<http://dod.hawaii.gov/hro/agr-resources/>