

# Veterans Benefits Administration

**Job Title:** Supervisory Financial Administrative Specialist  
**Department:** Department Of Veterans Affairs  
**Agency:** Veterans Benefits Administration  
**Job Announcement Number:** 377-16-16-008-DGR-1585886

**SALARY RANGE:**

\$76,359.00 to \$99,273.00 / Per Year

**OPEN PERIOD:**

Wednesday, December 23, 2015 to Thursday, January 7, 2016

**SERIES & GRADE:**

GS-0501-12

**POSITION INFORMATION:**

Full Time - Permanent

**DUTY LOCATIONS:**

1 vacancy in the following location:

San Diego, CA

**WHO MAY APPLY:**

This vacancy is open ONLY to status candidates in the local, San Diego, CA commuting area. Examples of status candidates are: current career or career-conditional federal employees, CTAP/ICTAP eligibles, reinstatement eligibles, 30% or more disabled veterans, eligibles under the Veterans Recruitment Appointment (VRA), or individuals with disabilities. Veterans who are eligible under the Veterans Employment Opportunity Act (VEOA) need not live in the local commuting area to be considered.

**SECURITY CLEARANCE:**

Other

**SUPERVISORY STATUS:**

Yes

**JOB SUMMARY:**

**OUR MISSION:** To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

**THIS ANNOUNCEMENT WILL CLOSE AT MIDNIGHT ON THE DAY WHEN THE 100TH APPLICATION IS RECEIVED-OR-ON THE POSTED CLOSING DATE, WHICHEVER COMES FIRST.**

**Vacancy Identification Number (VIN): 1585886**

As VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities and leadership positions at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to Veterans through the Benefits Administration and National Cemeteries. VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. Click here (<http://www.vacareers.va.gov/>) for more information about careers in the Department of Veterans Affairs.

**VA encourages persons with disabilities to apply.**

For more information on the "Who may apply" eligibility requirements, please refer to the [OHRM Status Candidates and Other Candidate Definitions](#) document.

**TRAVEL REQUIRED**

- Occasional Travel
- This position may require occasional travel to attend position training.

**RELOCATION AUTHORIZED**

- No

**KEY REQUIREMENTS**

- Subject to a background/suitability investigation.
- A supervisory/managerial probationary period may be required.
- You must be a U.S. Citizen to apply to this announcement.
- Selective Service Registration is required for males born after 12/31/1959.

**DUTIES:**

This position serves as the Supervisor for the Finance Section, Support Services Division, for the Regional Office (RO). The primary purpose of the work is to manage and direct the operations of the Finance Section, Accounting Unit and Operations Unit. Provides management and operating officials advice on all financial matters, and prepares, presents, and executes the RO budget. Specific duties for this position include:

- Administers a fiscal program that includes payments for general operating expenditures and benefit programs.
- Serves as a subject matter expert on all aspects of fiscal and accounting activities.
- Advises station management on the availability of funds.

- Maintains an integrated computerized accounting system using the principles of double entry, self-balancing set of books.
- Establishes internal controls to assure that public funds are handled in accordance with applicable laws.
- Analyzes financial records and controls to determine the degree of financial efficiency, economy, and effectiveness of the program.
- Administers a program to ensure prompt and accurate payment of employee salaries, benefits, and awards.
- Maintains compensation, pension, and education benefit payment records.
- Supervises employees in Operations and Accounting Determines training needs of staff.
- Advises, counsels, and instructs subordinate employees on work and administrative matters.
- Interviews and selects candidates for vacant positions.

**Work Schedule:** Standard 5 day, 8 hour, full time (40 hours per week) schedule; Monday - Friday; actual times to be determined.

**Position Description #:** 373350.

**Promotion Potential:** This position is being announced at the full performance level (GS-12). There is no known promotion potential for this position.

**QUALIFICATIONS REQUIRED:**

To qualify for the Supervisory Financial Administrative Specialist position, you must meet all requirements by the closing date of this announcement (Thursday, January 07, 2016).

**TIME-IN-GRADE** (<http://www.gpo.gov/fdsys/pkg/CFR-2011-title5-vol1/xml/CFR-2011-title5-vol1-part300-subpartF.xml>): All applicants must meet time-in-grade requirements by the closing date of this announcement.

- You must have at least one year time-in-grade at the GS-11 level or higher.

**SPECIALIZED EXPERIENCE** (<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/financial-administration-and-program-series-0501/>): Applicants must have One year of specialized experience equivalent to at least the next lower grade (GS-11). Specialized experience must document an exceptional level of experience performing the following duties:

- *Administration of fiscal programs that include the payment for general operating expenditures and payments;*
- *Administering an agency benefits payment program.*
- *Performing the functional aspects of a large organizational finance section to include completion of financial statements, such as cost reports, and balance sheets.*
- *Maintaining a large organizational budget for staff expenditures.*
- *Providing accounting analysis and advice to senior management officials.*

*Experience* refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community; student; social). Volunteer

work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**\*\*WHEN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.\*\***

If your resume/application does not support your questionnaire answers, we will not allow credit for your response(s).

*Education is not substitutable for experience for this position.*

**PHYSICAL DEMANDS:** Work is primarily sedentary and is usually performed in an office setting. There may be some walking, standing and carrying light items such as paper or books.

**HOW YOU WILL BE EVALUATED:**

**COMPETENCIES:** You will be rated on the following competencies based on your application for this position:

- Ability to plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Knowledge of the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data.
- Knowledge of generally accepted accounting principles, standards, and practices.
- Knowledge of the principles and practices of budget administration and analysis, including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
- Ability to establish internal control activities, monitor their use, and evaluate their performance.

**SUPERVISORY/MANAGERIAL ABILITIES:** Candidates must also demonstrate experience or training they possess, or have the potential to develop, the qualities of successful supervision as follows:

- Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training;
- Accomplish the quality and quantity of work expected within set limits of cost and time;
- Plan own work and carry out assignments effectively;
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work;
- Understand and further management goals as these affect day-to-day work operations; AND
- Develop improvements in, or design new work methods and procedures.

**\*\*Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.\*\***

**VETERANS' PREFERENCE:** When applying for Federal Jobs, eligible Veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of your DD-214(s) and/or documentation related to your active duty service which shows all dates of service as well as character of service (honorable, general, etc.), or dates of impending separation.

- Additionally, disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit a SF-15, "Application for 10-Point Veteran Preference" ([http://www.opm.gov/Forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/Forms/pdf_fill/SF15.pdf)) with required proof as stated on the form. For more information, please review the information for disabled Veterans in the application checklist (<http://www.va.gov/OHRM/joblistings/applicantchecklist.doc>) or visit the Fed's Hire Vets webpage (<http://www.fedshirevets.gov/job/vetpref/index.aspx>).

**BENEFITS:**

VA offers a comprehensive benefits package. Click here (<http://www.vacareers.va.gov/why-choose-va/benefits/index.asp>) for an overview of the benefits currently offered.

- VA supports the use of telework as a way to help attract and retain talented individuals in public service, increase worker productivity, and better prepare the agency to operate during emergencies. Telework eligibility will be discussed during the interview process.

**OTHER INFORMATION:**

**Placement Policy:** The posting of this announcement does not obligate management to fill a vacancy or vacancies by promotion. The position may be filled by reassignment, change to lower grade, transfer, appointment, or reinstatement. Management may use any one or any combination of these methods to fill the position.

**This job opportunity announcement may be used to fill additional vacancies.**

The personnel action taken as a result of this announcement will be in accordance with the policy and procedures set forth in the VA Human Resources Management Directive & Handbooks.

- This is a non-bargaining unit position.

Applicants will receive equal consideration for selection without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying disabling condition, or age.

**The Career Transition Assistance Plan (CTAP)** provide eligible displaced VA competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation and be

found well-qualified (have a final rating of 90 or more before any Veterans preference points) for this vacancy. Information about CTAP eligibility is on OPM's Career Transition Resources website (<http://www.opm.gov/FAQs/QA.aspx?fid=d5e0f29c-fcc1-4ee2-a9f1-67ef78c0dfe4&pid=7d7c7585-dee6-4689-ab76-d4b316b62bfb&result=1>).

It is the policy of the VA to not deny employment to those that have faced financial hardships or periods of unemployment.

**HOW TO APPLY:**

**\*\*If you have never applied through USA Jobs or require assistance with the application process, please click here ([http://www.va.gov/ohrm/joblistings/apply\\_usa\\_staffing.pdf](http://www.va.gov/ohrm/joblistings/apply_usa_staffing.pdf)) for useful step-by-step instructions.\*\***

**All applicants are encouraged to apply online.**

**To apply for this position**, you must complete the View Occupational Questionnaire (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5596000&PreviewType=Questionnaire>) and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Thursday, January 07, 2016 to receive consideration.

1. To begin, **click Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
2. Click the **Submit My Answers** button to submit your application package.

**NOTE:** It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

To verify your application is complete, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

**REQUIRED DOCUMENTS:**

The following documents are **REQUIRED**:

- Resume detailing your specialized experience and competencies.
- Responses to the Occupational Questionnaire (1203FX if faxing).
- SF-50 is required.
- Applicants will need to submit documentation to show CTAP/ICTAP, reinstatement, and 30% or more service-connected veterans.

Please use this checklist (<http://www.va.gov/OHRM/joblistings/applicantchecklist.doc>) to ensure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), documentation to support Veterans Preference claims, or ICTAP/CTAP documentation (for displaced Federal employees). You will not be contacted for additional information.

**Faxing Applications or Supporting Documents:**

You are encouraged to apply online. Applying online will allow you to review and track the status of your application. If you are unable to apply online or unable to upload your supporting documents to your online application, follow the directions located at the following site: Fax Options (<http://www.va.gov/OHRM/joblistings/FaxOptions.doc>). The Vacancy ID of the job opportunity announcement is 1585886.

**NOTE:** If you applied online and your application is complete, do not fax the paper application (1203-FX) as this will overwrite your prior online responses and may result in you being found ineligible.

**AGENCY CONTACT INFO:**

San Diego HRM  
Phone: (619)400-5401  
TDD: (800)829-4833  
Email: HRM.VBASDC@VA.GOV

Agency Information:  
377 San Diego RO  
8810 Rio San Diego Drive  
San Diego, CA  
92108

**WHAT TO EXPECT NEXT:**

After we receive your complete application package (including all required documents), your qualifications will be reviewed and assigned an initial rating.

We will also review your application to make sure that your résumé supports the answers given in the questionnaire. If your résumé does not support your questionnaire answers, we will adjust your rating accordingly. Based on your ranking or numerical score, you may be referred to the hiring manager for further consideration and possible interview. You will be notified when your rating is determined.

You may check the status of your application at any time by logging into your USAJOBS account and clicking on "Application Status." For a more detailed update of your status, click on "more information." Information regarding [applicant notification points](#) can be found in the USAJobs Resource Center.

Control Number: 424876400

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