

**JOB OPPORTUNITY  
JOINT REGION MARIANAS  
NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO:** JRM-20-460

**POSITION TITLE:** Financial Operations Manager, NF-0501-04, Regular Full Time, 1 Vacancy

**SALARY:** \$62,000 - \$83,000 per annum + Cost of Living Allowance (COLA)

**LOCATION:** Regional Accounting Department, Warfighter & Family Readiness (J9), Joint Region Marianas (JRM) Guam

**WHO MAY APPLY:** Open to all

**OPEN DATE:** 1 September 2020

**CLOSING DATE:** 15 September 2020

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**SUMMARY:** The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB) Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details:

<http://www.militarymwr Guam.com/>

**RESPONSIBILITIES:** Major duties and responsibilities are summarized below.

Serves as Financial Operations Manager providing executive level operational control of the management of MWR, Child and Youth Programs (CYP), Fleet and Family Support Programs (FFSP), Navy Gateway Inns and Suites (NGIS), and related NAF operations financial resources (nonappropriated funds (NAF), appropriated funds (APF) and uniformed funding management (UFM) for NBG, AAFB and JRM with substantial advisory support in decision making processes on planned and on-going program activities. Incumbent of this position is expected to exercise substantial freedom in planning, organizing, and directing the integrated financial management program, providing financial program analysis and evaluation reporting, interpreting financial results of operations, and for providing advisory service and assistance to operating managers on fiscal program issues. Participates with J9 staff in developing NAF annual budget, long range program planning and capital improvement strategies. Regularly participates in installation meetings (i.e., MWR Advisory Boards, command staff meetings) and briefs J9 staff and base level installation staff on the fiscal status of operations and financial impact on program changes. Provides direction to the fiscal office staff in administering the MIS integrated (SAP & KRONOS) financial systems consisting of budgeting, official NAF accounting, payroll, financial management reporting, and security of MWR/CYP/FFSP and NGIS funds. Exercises supervision over fiscal personnel, with responsibility for organizational structuring, establishing performance objectives, and overall staff supervision. Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Monitors programs on a regular basis and initiates corrective action to ensure support of operations programs of supported funds. Effectively supports the Navy's Equal Employment Opportunity policies, and ensures compliance with fire, safety, and other environment issues.

A complete list of duties and responsibilities will be provided at the time of hire.

**TRAVEL REQUIRED:** Yes – Occasional travel may be required

**SUPERVISORY STATUS:** Yes

**RELOCATION AUTHORIZED:** No

**CONDITIONS OF EMPLOYMENT:** \*SEE QUALIFICATIONS\*

**QUALIFICATIONS:** In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Four years experience that demonstrated broad knowledge and ability to apply principles, methods, and techniques of financial management, with a background in budgeting, accounting, and financial management reporting plus one year specialized experience directly related to the position at a level equivalent to at least a NF-04 or GS-09. A four year degree in a directly related field plus three full years of progressively higher level graduate education leading to such degree and specialized experience may be combined to meet required minimum qualifications. One year experience working with the SAP accounting system is preferred.

Thorough knowledge of management practices and ability to analyze trends and developments and to make improvements in operating programs through innovative general business practices. Knowledge of the NAF accounting system and related documents in order to locate and analyze data pertaining to the NAF financial programs. Working knowledge of automated data processing systems, procedures, and controls that apply to automated financial and/or operational programs and/or systems. Knowledge of the functions, goals, objectives, and work processes of each activity under MWR. Knowledge of the sources of factual information about the area of responsibility such as that found in financial statements, accounting reports, payroll records, and inventory and sales data, enough to provide financial analysis, financial and budgetary assistance to managers on such matters as preparation of budgets and financial plans for (NAF) and/or (APF). Knowledge of an extensive body of accounting procedures required to understand and work with an identifiable segment of an integrated double-entry accounting system. Knowledge of general ledger account codes and terminology and the structure of contract identification account codes. Knowledge of NAF procurement regulations and procedures for purchase of goods and services. Knowledge of the Prompt Payment Act as it affects accounts. Knowledge of military requisitioning and billing programs and procedures as it pertains to processing of interfund billings and transactions. Skill in gathering, assembling, consolidating, and analyzing facts and submitting recommendations and reports. Skill in advising managers in funds management, interpreting accounting reports and data and regulatory requirements; formatting new reports to meet management needs; controlling accounting transactions and compilations of data; examining documents and accounting reports to assure conformance with accounting principles, new operating procedures and advising management on the effects of these changes. Ability to identify and analyze trends. Ability to supervise, motivate, train and work effectively with subordinates. Must possess above average oral and written communication skills and have ability to deal with individuals on different levels, including high ranking military members, local and national headquarters staffer, civic leaders, etc. Ability to plan and carry out own work and to accomplish expected quality and quantity of work. Ability to understand and further management goals. Ability to develop improvements in and design new work methods and procedures.

Incumbent is required to submit a Financial Disclosure Statement, OGE Form 450, (5 CFR Part 2634.904), Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulations, dated 23 March 2006.

Must have or be able to obtain and maintain a Secret Security Clearance.

Must have and be able to maintain a valid driver's license.

Occasional travel of less than 20% may be required.

**EDUCATION:** \*SEE QUALIFICATIONS\*

**REQUIRED DOCUMENTS:**

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, description of duties and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.
- Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.
- Military retirees, please submit your statement of service.
- Documentation submitted for other/previous vacancies is not considered as part of this submission.
- Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

**APPLICANTS CLAIMING HIRING PREFERENCE:** Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

**WHAT ARE PREFERENCES?** Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from:

<https://www.militarymwrquam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>; **AND**

- Submit sponsor's PCS orders to Guam. \*\*\*If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from:

<https://www.militarymwrquam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>; **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [https://www.opm.gov/forms/pdf\\_fill/sf15.pdf](https://www.opm.gov/forms/pdf_fill/sf15.pdf); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc).

\*\*\*Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

**HOW YOU WILL BE EVALUATED:** Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

**BENEFITS:** A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

**HOW TO APPLY:** Submit resume and required documentation via email to [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil). For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154.

All applications MUST be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

**WHAT TO EXPECT NEXT:** Applicants may be contacted for an interview or may be sent a notice of non-selection within 4-6 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-6 weeks).

We reserve the right to close this position without further announcement.

**OTHER REQUIREMENTS:** Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks. Males must be registered for or exempt from Selective Service (<http://www.sss.gov/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.