



FINANCIAL MANAGEMENT ANALYST (0501 Series)

Responsibilities

- Advises senior leaders on the development or revision of financial management policies or programs.
- Performs cost-benefit analysis to recommend, defend, or justify funding decisions.
- Monitors accounting, budget execution, and financial management reports to ensure financial integrity, timelines, accuracy, and validity.
- Prepares financial management data, listings, reports, and metrics regarding the status of funds.

Qualifications

- Interpreting regulations, policies, and operating instructions applicable to financial management systems operations;
- 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.

Additional qualification information can be found from the following Office of Personnel Management web site: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>.

Education

Applicants may substitute education for experience in the following situations:

For the GS-11

Have successfully completed a Ph.D. or equivalent doctoral degree.

-OR-

Have successfully completed three full years of progressively higher level graduate education leading to a Ph.D. or equivalent degree.

-OR-

Have successfully completed an LL.M. degree that is related to the position being filled

<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/federal-occupations-by-college-major/>

-OR-

Have a combination of experience and graduate education as described above that equates to one year of experience. My percentage of the required education plus my percentage of the required experience equal one hundred percent.



For the GS-09

Have successfully completed a master's or equivalent graduate degree.

-OR-

Have successfully completed two full years of progressively higher level graduate education leading to a master's degree.

-OR-

Have obtained an LL.B. or J.D. that is related to the position being filled.

<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/federal-occupations-by-college-major/>

-OR-

Have a combination of experience and graduate education as described above that equates to one year of experience. My percentage of the required education plus my percentage of the required experience equal one hundred percent.

Clearance: Secret

Conditions of Employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.