

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE
CAMP ROBINSON, NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN: 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>**

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-379T

OPENING DATE: 13 September 2004

CLOSING DATE: 04 October 2004

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Accounting Technician GS-0525-06 (Anticipated Vacancy)	80303000	\$29,761 – \$38,694 pa

TYPE OF APPOINTMENT: Technician, Excepted, Enlisted, Non-Supervisory, Permanent

NOMINATING OFFICIAL: CMSgt Nancy A. Looper, Supervisory Financial Technician
LOCATION OF POSITION: 188th Fighter Wing, AR ARNG, Fort Smith, AR 72903-6096

AREA OF CONSIDERATION:

Onboard:

- (1) Qualified technicians of the 188th Fighter Wing.
- (2) Qualified technicians of the Arkansas Air National Guard.
- (3) Onboard qualified technicians of the AR ARNG.

New Hire:

- (4) Qualified members of the AR ANG/AR ARNG.
- (5) Individuals who are not members of the National Guard, but are eligible to acquire membership in an available and compatible military grade for excepted technician positions

(This announcement runs concurrently with an AGR announcement for the same position.)

QUALIFICATION REQUIREMENTS: GENERAL: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data. SPECIALIZED: Must have 9 months experience in work which required the applicant to apply a basic understanding of accounting systems, policies and procedures.

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Ability to read, interpret and explain accounting regulations. (2) Skill in the use of personal computers and on-line computers. (3) Ability to review and audit invoices for payment. (4) Skill in customer service and working with people. (5) Completion of appropriate technical school/CDC courses. Upon selection, must be a member of the 188th FW, AR ANG, and assigned to a compatible military position in AFSC 6F0XX or 6F1XX.

SUMMARY OF DUTIES: The incumbent maintains manual and automated documentation for various mechanized accounting systems which consist of a wide variety of financial transactions relating to personnel, materiel, utilities, commercial construction and travel accounts. Verifies supporting documents; creates and posts the data which directly affects balances of the General Funds/General Ledger assets and liability accounts; verifies, coordinates and makes necessary adjustments to capital and statistical accounts. Verifies and validates accounting statements and reports submitted to higher headquarters and a wide range of other government agencies. Assists with internal control review schedules for accounting and prepares output products and reports. Establishes necessary financial records and enters budget authorizations and allotments in the operating ledgers. Inputs funding targets and allocations to include the Standard Base Supply System (SBSS). Verifies, evaluates and certifies the accuracy, propriety and availability of funds. Works with the supervisor on all processing actions involving the base's

SUMMARY OF DUTIES CONTINUED: reimbursement program. Assists in the development of budget estimates for programmed travel and transportation to be included in the base financial plan or revision thereto. Verifies, codes and posts transactions to Merged Accountability Fund Reporting (MAFR) with applicable Defense Finance and Accounting Services, Operating Location (DFAS-OPLOC). Performs customer service, answering a variety of complex inquiries from commercial vendors and travelers. Prepares tax forms as necessary for student loans, medical payments, IMPAC check payments, etc. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting either OF 612, Optional Application for Federal Employment, or a resume, or other written format, with attachments listed below, so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS.** Individuals submitting incomplete applications may lose consideration for a position. Submit applications to the Human Resources Office, Camp Robinson, North Little Rock, AR 72199-9600, or to the 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Male applicants between the ages of 18 and 25 must be registered with the Selective Service System, as provided in Section 1622 of the Defense Authorization Act of 1986, prior to appointment to a Civil Service position for which selected. Applicants not registered prior to age 26 are ineligible for employment in the Federal Civil Service System. Evaluation will be based on the experience/qualification requirements stated in the announcement; therefore, it is important that every requirement be based on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. Required attachments to the application are as follows:

1. **AG AR Ark Form 1:** Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
2. **AG AR Ark Form 6:** Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
3. **AG AR Ark Form 22:** Pre-Appointment Certification Statement.
4. **SF 181:** Race and National Origin Identification

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of employment/promotion/reassignment. Initial inprocessing of new employees will include enrollment procedures. PCS may be authorized in accordance with Joint Travel Regulations.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
ROBIN E. MCGHEE
SSgt, AR ANG
Human Resources Specialist
(Recruitment and Placement)