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# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

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## SENIOR EXECUTIVE SERVICE

**ISSUE DATE:** February 22, 2006  
**CLOSING DATE:** March 21, 2006

**ANNOUNCEMENT NUMBER**  
**OMB-06-19-VM**

*Title, Series & Grade:*

**CHIEF, FINANCIAL STANDARDS  
AND GRANTS BRANCH  
ES-0301 (\$109,808 - \$165,200)**

*Vacancy Location:*

**Office of Management and Budget  
Office of Federal Financial Management  
Washington, DC 20503**

**AREA OF CONSIDERATION: All qualified persons.** This position has been designated as a Senior Executive Service (SES) Career Reserved position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

**NOTICE: Please note the Mandatory Professional/Technical Qualifications and the Mandatory Executive Core Qualifications listed in this vacancy announcement. Failure to address the appropriate qualifications will result in you not receiving consideration for this vacancy.**

**PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV) or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.**

**DUTIES:** Serves as Branch Chief, Financial Standards, and Grants Branch. Under the general direction of the Controller's Office, the incumbent is responsible for planning and implementing a government wide program to ensure effective management controls, Federal accounting and reporting standards, financial management policies, grants policy, and financial management reporting. Specific duties include:

Develops government-wide policy on internal controls through updates to OMB Circular A-123 (Appendix A). Directs a program for maintaining adequate financial and operational controls in the agencies, including providing guidance for, coordinating, and monitoring the execution of the Federal Managers' Financial Integrity program and the audit follow-up program. Ensures that OMB policy and oversight activities related to internal controls are consistent with the financial management improvement goals of the President's Management Agenda, including focused attention on remediation of material internal control weaknesses.

Directs a comprehensive program to improve Federal financial reporting through government-wide policy guidance on the form and content of financial statements and the scope of audits of such statements and the form and content of agency Performance and Accountability Reports, including enhancements to the integration of financial and program performance data. Oversees agency efforts to meet all financial reporting deadlines.

Supports the objectives of the President's initiative to improve financial management by developing recommendations for corrective actions by the agencies to address financial reporting and internal control issues.

Participates in the development and issuance of the government-wide Consolidated Financial Statement, including working directly with the Department of Treasury on the identification and implementation of process and reporting improvements.

Coordinates the activities of the Chief Financial Officers Council related to internal controls and financial reporting. In conjunction with the CFOC and other OMB offices, prepares the government-wide Federal Financial Management Status Report and Five Year Plan, which is required to be submitted annually by the Director to the Congress.

Directs research into Federal accounting standards issues and problems; uses the results of this research to develop recommendations to the Federal Accounting Standards Advisory Board (FASAB) and to formulate OMB positions on FASAB staff recommendations.

Develops or coordinates development of government-wide financial management policies relating to: Federal grants management; audits of Federally-funded activities by non-Federal auditors; cost principles governing Federal reimbursements; and other financial management issues such as cost accounting.

**QUALIFICATIONS REQUIREMENTS:** You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: [www.opm.gov/ses/html/sesguide.htm](http://www.opm.gov/ses/html/sesguide.htm).

**If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.**

**MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:**

1. Expert knowledge of and experience with financial accounting and reporting concepts, principles, and issues and management control concepts. Senior level experience in managing operations in these areas.
2. Superior analytical ability, objectivity, and understanding, with demonstrated ability to resolve important, complex, and difficult management problems.
3. Demonstrated ability to design and implement successful organizational structures and personnel policies for large and complex financial management organizations.

**MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):** In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

**Note:** If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCDP) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**EVALUATION METHOD:** The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

**HOW TO APPLY:** In order to receive full consideration, the following documentation must be received by the closing date of this announcement. Applicants must submit: (1) a resume, the **Optional Application for Federal Employment (OF-612), SF-171, or any other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in the application;** (2) applicant's latest SF-50 "Notification of Personnel Action" (Federal employees only); (3) supplemental statement which addresses each of the **Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligible);** (4) a supervisory appraisal; and (5) Applicant Background Survey (optional).

**WHERE TO APPLY:** Completed form(s) must be faxed to:  
**Executive Office of the President  
Office of Administration  
Human Resources Management Division  
(202) 395-1194/1262**

**APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.**

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

**If you omit any of the required information specified in the Optional Form 510, “Applying for a Federal Job”, your application may be rated INELIGIBLE.**

**Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.**

**Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.**

**APPLICATIONS WILL NOT BE RETURNED.**

**NOTE: Relocation expenses will NOT be paid to the applicant selected.**

**FAVORABLE SECURITY SCREENING: This position requires the selectee to obtain and maintain an Executive Office of the President (EOP) favorable security determination as a prerequisite to employment. EOP's offer of employment is conditional until the selectee passes a drug screen, pre-employment security interviews, appropriate credit checks, a criminal background record and identification check, and the EOP exercises its discretion to grant the selectee a favorable security determination. Any employment offer EOP management extends prior to a favorable security determination is merely tentative, and the EOP expressly reserves the right to rescind the tentative employment offer at any time before the selectee's start date.**

**DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.**

**Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

**The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.**

**Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.**

**Federal agencies, must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**