

Department: Executive Office of the President
Agency: Executive Office of the President
Sub Agency: Office of Federal Financial Management
Job Announcement Number: OMB-08-72-DR

Chief, Financial Standards and Grants Branch

Salary Range: 114468 to 172200 USD Per Year

Open Period: 9/11/2008 to 10/23/2008

Series & Grade: ES-0301-00/00

Position Information: Full-Time Permanent

Duty Location: 001 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from all groups of qualified individuals.

Job Summary:

This position has been designated as a Senior Executive Service (SES) 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. For more information regarding the SES, go to

www.opm.gov/ses.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to 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.

Major Duties:

Serves as Branch Chief, Financial Standards & Grants Branch. Under the general direction of the Controller and Deputy Controller, 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 objectives of the Chief Financial Officers Act of 1990, 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 governmentwide 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 governmentwide 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.

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 management control concepts. Senior level experience in policy development, oversight, and/or managing operations in these areas.
2. Superior analytical ability and communication skills, with demonstrated ability to resolve important, complex, and difficult management problems.
3. Demonstrated ability to design, manage, evaluate, and/or oversee financial management reform initiatives.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Technical 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 SESCO) of your eligibility for appointment to the SES.

- 1. Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- 2. Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- 3. Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- 4. Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.
- 5. Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Qualifications:

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SECURITY CLEARANCE: This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of re-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This component has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during a preliminary security and/or credit check. Applicants selected for employment must be 18 years of age as of the date of appointment.

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

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

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

THE EXECUTIVE OFFICE OF THE PRESIDENT IS AN EQUAL OPPORTUNITY EMPLOYER

How Will You Be Evaluated:

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.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

How to Apply:

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.

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.

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.

Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.

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 factor.

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.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Contact Information:

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Or Write:
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Please do not mail application packages
Washington DC 20503
US