

**IRO Announcement
(Internal Reassignment Opportunity)**

Position Title: Assistant Deputy Chief Financial Officer, ES-0510, Tier 2, (\$158,541 – \$192,000)

Agency: Office of the Under Secretary of Defense (Comptroller)

Location: Pentagon, Arlington, Virginia (Relocation not authorized)

Who May Apply: Open ONLY to members of the Senior Executive Service within the Department of Defense

DUTIES: This position is located in the Office of the Deputy Chief Financial Officer, Office of the Under Secretary of Defense (Comptroller) (USD(C)). The USD(C) is responsible for carrying out the functions assigned by Section 135 of Title 10, United States Code, and ensuring the utmost economy and efficiency in the operations of the Department of Defense through solid management practices, sound policies informed by fiscal realities, and effective fiscal planning and control. The incumbent serves as the Assistant Deputy Chief Financial Officer and the principal advisor to the DCFO in all areas of the DCFO's management responsibilities. Duties will include but are not limited to:

- Providing advice and consultation at top DCFO levels in the Military Departments and each of the Defense Agencies. Crafting executive options for decisions on matters referred upward for resolution.
- Undertaking the study of unique or exceptionally difficult problems, leading to the establishment of new policies and procedures as well as substantive DCFO-related decisions.
- Directing, coordinating, and providing policy guidance and technical expertise to internal staff and external peers, for programs and systems designed to promote and enhance DoD management, including financial management.
- Identifying departmental deficiencies and weaknesses, and evaluating and prioritizing opportunities for management improvement - particularly those that could impact the use and disposition of DoD resources.
- Providing executive leadership and consultative guidance to DCFO executive directors, ensuring they are fully informed of established policies and procedures and assures effective utilization of personnel resources.

MANDATORY TECHNICAL QUALIFICATIONS:

MUST SUBMIT NARRATIVE RESPONSE TO THE TECHNICAL QUALIFICATIONS. YOU MUST ADDRESS EACH TECHNICAL QUALIFICATION SEPARATELY. PLEASE LIMIT YOUR WRITTEN STATEMENTS TO NO MORE THAN TWO PAGES PER TECHNICAL QUALIFICATION.

1. Demonstrated working knowledge of the congressional authorization and appropriation processes including fund distribution, GAO requirements, OMB circulars, Treasury Department regulations, and issuances of the OMB Office of Federal Financial Management, and the ability to implement such guidance in Federal Government or Private Sector issuances.
2. Demonstrated skill in applying comprehensive knowledge of accounting, budgeting, financial auditing, statistics, internal controls, and organizational and procedural matters in accounting and financial management within the Federal Government or Private Sector.
3. Experience that demonstrates the ability to manage a large complex enterprise-wide change management initiative; and demonstrated ability and skill to communicate and brief high-level audiences, conduct independent research, present logical arguments, and convey findings in a succinct and compelling manner.

ADDITIONAL REQUIREMENTS:

The executive must be able to obtain and maintain a Top Secret/SCI security clearance.

EDUCATION REQUIREMENT: (Transcripts required)

1. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

1. Combination of education and experience: at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:
 1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination;
- or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements

FINANCIAL MANAGEMENT CERTIFICATION:

As a condition of employment, the selectee must be able to obtain and maintain a Level 3 Financial Management (FM) Certification. The FM Certification Program is a course- and experience-based program consisting of three certification levels. Level 3 certification must normally be completed within two years of the selectee's employment start date.

HOW TO APPLY:

If you are interested in this position, applicants are required to submit an electronic resume (a biography is not sufficient) and transcripts to whs.pentagon.hrd.mbx.semo-job-application-assistant@mail.mil and Valerie.D.Hopkins.civ@mail.mil.

Questions regarding this position should be directed to Valerie.D.Hopkins.civ@mail.mil.

Applications must be received by 11:59 p.m. on April 2, 2021.