



US Army Corps  
of Engineers®

**Direct Hire Authority (DHA) Announcement  
Permanent Position  
Operations Division, Libby Dam Project  
Seattle District**

**Open Date: 16 Aug 2018**

**Closing Date: 20 Aug 2018**

**Position Title:** Budget Analyst, GS-0560-09

**Location:** Corps of Engineers, Seattle District, Libby, MT

- Utilize automated computer hardware and software programs in all phases of budget formulation.
- Provide ongoing advice and assistance on budgetary and financial matters.
- Verify obligations and expenditures.
- Monitor and track obligations and expenditures to insure compliance with regulations.
- Serve as fund control officer for various sections.
- Provide explanations and guidance on procedures for preparation of documents, accruals, transfer of funds and changes to program estimates.
- Prepare data summaries for inclusion in routine and special reports on budget execution.

**Qualifications:**

Specialized Experience: Specialized experience is defined as performing work with budgets or accounting information and experience using automated financial tools to input financial data or extract reports containing budgetary information. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-07).

OR

Successfully completed a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree in a field which demonstrates the knowledge, skills, and abilities necessary to perform the work of the position, such as Budget, Business Administration, Accounting or Business Management. (Note: You must attach a copy of your transcripts.)

OR

Combination of experience and education: Less than one year of specialized experience as described above; and at least one year of graduate education, but less than the required two years as described above. Compute the percentage of the requirements that are met, and the total is at least 100%. (To compute the percentage, divide your total months of qualifying experience by 12. Then, divide your semester hours of graduate education

beyond the first year (total graduate semester hours minus 18) by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.). (Note: You must attach a copy of your transcripts.)

**Knowledge, Skills and Abilities needed for this Position:**

Knowledge of Budget Execution  
Skill in Executing Concepts, Policies and Principles of Budget  
Skill in Financial Management Analysis  
Ability to Communicate

**Area of Consideration:** All eligible for the Direct Hire Authority (DHA) for Financial Management Experts.

This Direct Hiring Authority (DHA) allows appointments of qualified candidates who may be made under this authority at the GS-5 through GS-15 levels (or equivalent) for permanent, temporary or term positions in the following occupational series where DoD FM Certification is a requirement as documented in the position description: Financial Management: 0501, 0503, 0505, 0530, 0540, 0544, 0545, 0560, 0561, Accounting: 0510, 0525 Auditing: 0511 Actuarial: 1510 Cost Estimation: 0501, 0511, 1510, 1515 Operation Research: 1515 Business and Business Administration: varies.

**How to Apply:** This is a DHA announcement for a permanent position. Anyone wishing consideration for this opportunity must submit the following:

1. Resume
2. Statement of Interest
3. SF-50 to verify time in grade
4. Transcripts if qualifying based on education or a combination of education and experience (*unofficial copy of transcripts are acceptable to apply*)

**Send via email to:** [Dawn.m.sonju@usace.army.mil](mailto:Dawn.m.sonju@usace.army.mil)

**Other Information:**

- Permanent Change of Station allowance is not authorized.
- Must be available to be in the position no later than 30 September 2018.
- Financial Management Certification: Certification Level 2: This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.
- DoD Fiscal Law training is required within 1 month of being appointed.
- Obtain and maintain a valid state issued Driver's License.

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