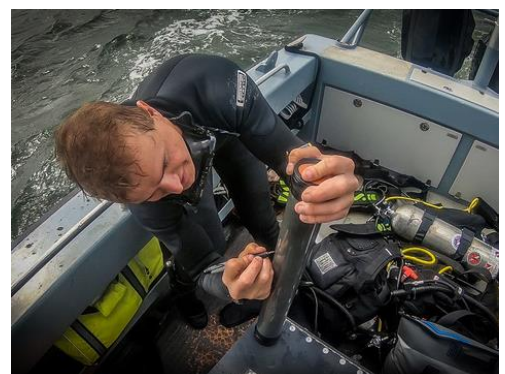


# DEPARTMENT OF NAVY CAREER OPPORTUNITIES

## Solicitation of Applicants for Positions in Financial Management Flyer #24-001



**How to apply:** The Naval Oceanographic Office will accept resumes through December 31, 2024 to fill multiple vacancies for entry-level positions in Financial Management under the Direct Hire Authority for Certain Personnel of the Department of Defense. Current DoD competitive service employees are encouraged to apply to Merit Promotion job announcements/procedures.

Resumes should be submitted by email to [NAVO\\_STNS\\_JOBS@navy.mil](mailto:NAVO_STNS_JOBS@navy.mil) and reference the Flyer # above in the Subject Line of the email. Cover letters are not required, but are strongly encouraged. Highly qualified applicants will be contacted via email to schedule a job interview.

**Salary Range:** \$44,117 to \$63,733 per Annum

**Job Location:** Stennis Space Center, MS

**About the Job:** Successful candidates will be employed by the Naval Oceanographic Office (NAVOCEANO) at Stennis Space Center, MS. NAVOCEANO is the Navy's premiere center for operational oceanography.

These positions offer abundant opportunities for professional growth while you work as part of a highly skilled team providing support to the Naval Meteorology and Oceanography Community and Naval operations.

Occasional travel may be required.

Highly qualified candidates will demonstrate a strong ability to perform the following tasks related to Accounting, Payroll, Travel, and/or Budget Execution:

- Technical work in support of the receipt, disbursement, examination, deposit, and custody of cash items.
- Knowledge of regulations (e.g., Appropriations Law, Prompt Payment Act) required to examine invoices, vouchers, and related documents.
- Experience in financial management to include monitoring of commitments and obligations.
- Preparation and use of Microsoft Excel spreadsheets to include formulas and pivot tables.
- Communicate orally and in writing.
- Work in a team environment.
- Serve as the payroll system administrator ensuring the overall configuration and operations of the system.
- Provide payroll customer support and services to supervisors and employees
- Provide payroll system training to timekeepers, employees, and certifying officials.
- Review and/or process travel orders/vouchers for accuracy, adequacy, and compliance of travel regulations.
- Compute cost estimates/analysis for travel, per diem, and travel advances in accordance with travel regulations, local travel policy/business rules and Financial Management Regulations.

**Basic Requirements:** Appointments to Federal positions will be made at the GS-06 or the full performance level of GS-07. This is a Financial Management Level 1 certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. You must achieve this level within prescribed timelines. Certification requirements are in DoD Instruction 1300.26.

**General and Career Information:** Starting salaries are commensurate with education and experience, plus full benefits. Applicants must be U.S. citizens. Males born after December 31, 1959 are required to be registered with the Selective Service System. **All positions are subject to satisfactory completion of a security investigation and / or successful completion of a drug test.**

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**THE DEPARTMENT OF NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.**

