

DEPARTMENT OF NAVY CAREER OPPORTUNITIES

Solicitation of Applicants for Positions in **Financial Management** Flyer #26-001



How to apply: The Naval Oceanographic Office will accept resumes through December 31, 2026, to fill multiple vacancies for entry-level positions in **Financial Management** under the Direct Hire Authority for Certain Personnel of the Department of War.

The DHA is primarily used to appoint qualified candidates who are not existing competitive service employees with permanent status. Current Department of War / Department of Navy competitive service employees are encouraged to apply to Merit Promotion job announcements.

Resumes should be submitted by email to NAVO_STNS_JOBS@navy.mil and reference the **Flyer #** above in the **Subject Line** of the email. **Resumes are restricted to no more than 2 pages. Illegible/unreadable resumes will not be considered.** Candidates are encouraged to submit unofficial versions of transcripts to assist in determining whether they meet Office of Personnel Management qualification requirements. Transcripts should list all coursework, credit hours completed, and the student's name. Cover letters are not required but are strongly encouraged. Highly qualified applicants will be contacted via email to schedule an interview.

Salary Range: \$40,736 to \$97,087 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 the ability to work in a team environment, communicate effectively and perform some, or a combination of, the following tasks:

- Technical work in support of budget formulation, budget execution, payroll management and/or travel execution.
- Knowledge of regulations (e.g., Appropriations Law, Financial Management Regulation, Joint Travel Regulation) 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.
- Provide payroll customer support and services to supervisors and employees.
- Provide travel customer support and services to supervisors and employees.
- Provide payroll system training to timekeepers, employees, and certifying officials.
- Review and/or process travel authorizations and vouchers for accuracy, adequacy, and compliance with financial management regulations and travel regulations.

Basic Requirements: Appointments to Financial Management Technician positions may be made at the GS-05 level with a full performance level of GS-07. Appointments to Financial Management Analyst positions may be made at the GS-09 level with a potential full performance level of GS-11.

These are Financial Management Level 1 certified positions 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.**

THE DEPARTMENT OF NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.

