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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****107TH ATTACK WING****9910 BLEWETT AVE****NIAGARA FALLS ARS, NEW YORK 14304** | **ANNOUNCEMENT #: NF** 23-12 |
| **DATE: 22 December 2022** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT: 107th ATTACK WING** | **AFSC: 1W0X1****MAX RANK:** SSgt |
| **POSITION TITLE:** Financial Management | **AREA OF CONSIDERATION:** Nationwide**Anyone Eligible To Join The Air National Guard** who meet the qualifications for these positions |
| **SPECIALTY SUMMARY**Provides financial decision support, services, and resources to support the Air Force’s war-fighting mission.Performs, supervises, manages, and directs financial management activities both at home station and deployed locations. Providescustomer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports.Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments.Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers.Compiles, analyzes, and summarizes data. Prepares and executes budget execution plans. Performs audits and implements fraudprevention measures. |
| **DUTIES AND RESPONSIBILITIES**2.1. Provides customer service. Advises, interacts, and coordinates with organizations on financial matters. Interprets and supplementsfinancial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies, audits travel claims,estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.2.2. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement andcollection transactions. Disburses, collects, and safeguards cash, negotiable instruments, and certified vouchers. Prepares accountabilityrecords and reports.2.3. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systemsbased on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accountingrecords, and files. Schedules, prepares, verifies, and submits financial reports.2.4. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center.Reconciles funding authorities with accounting records.2.5 Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities.Develops and compiles factors for improved planning, programming, and budgeting. Prepares budgets and execution plans and reports.Analyzes financial execution, identifies, and explains variances, and prepares narrative justification to support financial requirements.2.6. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examinesfunding and reprogramming actions to determine financial implications. Reviews reimbursement program status.2.7. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.2.8. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership. |
| **INQUIRIES ABOUT POSITIONS****Please Contact The Recruiting Office @ 716-236-3085 or email @ Nicholas.Dodge.1@us.af.mil for Qualification and Eligibility Questions.** |