



General Position Information

Job Title: 19797 - Financial and Resource Management - GS-15

Salary Range: \$137,849 - \$166,500

Vacancy Open Period: 08/22/2019 - 09/13/2019

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: CFE/FIO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The office of the ODNI CFE oversees the management of the ODNI budget, and advises the PDDNI and CMO on all ODNI resource, procurement, and financial matters. The CFE implements and aligns program/budget decisions and ensures funds are legally executed. The CFE is responsible for financial operations that include accounting, audits, financial statements, and internal controls. The CFE exercises the DNI and Director, CIA procurement authorities for contract and procurement activities.

Major Duties and Responsibilities (MDRs)

- Manage the ODNI Internal Control Program ensuring senior leadership oversees the risk assessment, testing and reporting through their periodic review at the Internal Management



Board (IMB) chaired by the Chief Operations Officer. The IMB members represent senior leadership across the ODNI.

- Lead and manage the development and coordination of ODNI regulations to improve and standardize financial management processes and procedures to improve the quality of financial reporting in the IC.
- Lead a team providing direction in program planning, development and implementation in one or more areas of the ODNI Internal Control Program. To include the evaluation of the current Federal Manager's Financial Integrity Act (FMFIA) process and identify improvements along with the evaluation of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) programs to ensure compliance with fiscal statutes, regulations and achievement of financial audit success.
- Prepare the ODNI Agency Financial Report (AFR) production plan with Image & Publishing Services Enterprise and coordinate timelines with applicable stakeholders to ensure adherence to all deadlines. Serve as the government lead for compilation of the overall AFR to include the compilation of the Management's Discussion and Analysis section for the presentation of best practices of other IC components. Manage AFR review and approval from Agency senior management.
- Monitor and evaluate the progress and outcomes of operational performance plans and identify potential threats or opportunities throughout the internal program life cycle.

Mandatory and Educational Requirements

- Expert ability to identify, interpret, and ensure compliance of current relevant regulations, guidelines, laws and directives.
- Expert ability to plan, prepare and conduct data analysis assessing internal control conditions by applying knowledge of financial principles, policies, methods, techniques, and systems.
- Superior ability to make decisions and recommendations addressing issues that require much consideration and extensive analysis of the immediate and long-range implications of any action. Superior ability to make decisions on the next steps which may require analysis and extensive probing.

Desired Requirements

- Expert representational, oral, and written communication skills, including the ability to produce clear, logical, and concise products. Expert ability to develop consensus recommendations and to solicit input from colleagues and peers.
- Knowledge of the IC and its components, missions, and interrelationships, including the superior ability to lead broad-based teams regarding key IC financial management issues.
- Education: Bachelor's Degree or equivalent relevant work experience and Master's Degree or equivalent relevant work experience. 24 hours of Finance, Accounting or other relevant courses.



- Certifications/Licenses: Project Management Professional or equivalent certification.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mccreaz@dni.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**