



## General Position Information

**Job Title:** 29685 - Financial Manager - GS-14

**Salary Range:** \$114,590 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 11/27/2018 – 12/18/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DDII/FO

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

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

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply. )



## 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.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities (MDRs)

- Performing work in any of the areas of financial management which include advise on, administer, lead, or perform professional or technical work related to budget administration, financial analyses, advice, policy, procedures, controls, accounting, auditing, or similar nature when such work requires knowledge and application of financial management theories, concepts, principles, and standards applicable to the activities of the organization.
- Employ knowledge and skills related to budget and fiscal laws, regulations, policies, precedents, methods, and techniques to include analytical, technical, and administrative duties in one or more areas of the federal budgetary process in support of the organization's mission. The incumbent exhibits knowledge of the scope of laws, regulations, and policies that affect the organization's financial and accounting support systems, processes, and operations.
- Develop specific objectives and devise new methods, techniques, and criteria pertaining to such matters as identifying trends and patterns, acquiring information and analyzing data, developing solutions and presenting findings, and examining requirements for which there are no precedents.
- Analyze financial and budgetary relationships to develop recommendations for financial and/or budgetary actions under uncertain conditions or due to short and rapidly changing deadlines, guidance, or objectives.
- Prepare, justify, administer, analyze, and forecast budget resources to ensure cost-effective support of organizations and programs, including conducting budget or financial data analysis and assessing financial conditions by applying financial principles, policies, methods, techniques, and systems.



- Collect, research, and analyze comprehensive and substantive financial information that includes any area of budgeting, accounting, auditing, financial planning, and financial reporting to develop reports, testimony, briefings, and talking points for senior DNI leadership, the Office of Management and Budget, or Congress.
- Apply IC-wide and ODNI regulations and standardize financial management processes and procedures to improve the quality of financial reporting.
- Prepare, analyze, and forecast budgetary and financial information to evaluate continual change in program plans and funding and their effect on financial and budget program milestones.

## **Mandatory and Educational Requirements**

- Demonstrated knowledge of departmental or agency financial management policy, regulations, and financial systems and ability to apply sound and independent judgment in order to resolve financial problems.
- Demonstrated ability to independently plan and conduct a variety of assignments, assessments, examinations, or investigations.
- Experience conducting accounting and financial reporting of information through a thorough knowledge of financial principles, policies, methods, techniques,

## **Desired Requirements**

- Understanding of and experience with CIA/ODNI financial systems.
- Ability to work effectively at a senior level within an interagency environment on complex issues requiring negotiation and consensus-building skills.
- Strong oral and written communication skills, including ability to clearly convey complex information and present findings to all levels of management.

## **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 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.



# 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

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@dni.ic.gov (*Monica J.*) and aclaale@dni.ic.gov (*Alex A.*) 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.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **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.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

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**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 703-275-3663 .

## **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.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3663 ; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD 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.**