



General Position Information

Job Title: 17440 - Financial Manager - GS-15

Salary Range: \$137,849 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 8/8/2019 - 8/8/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CFO/DOSD

Duty Location: Bethesda, MD

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

***** OPEN UNTIL FILLED:** This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.***

This is an opportunity for:

- An internal candidate to fill a GS-15 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 of 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 of 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 Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities (MDRs)

- Serves as the User Interface Group (UIG) Chief within the Data Operations and Services Division (DOSD), as well as the Working Capital Fund (WCF) Team Lead for the Financial Management Division (FMD) of the IC CFO.
- Supervise assigned government and contract staff under both DOSD and FMD. Assess performance, collaborate and oversee each group's activities and provide feedback to government staff on performance and personal development.
- Provide updates and decisions briefs for current and proposed UIG projects and WCF status to ODNI Management.
- Provide expert advice and recommendations to senior CFO and IC leaders concerning UIG user requirements and requests, WCF and UIG project prioritization and expected outcomes, as well as status reports on all efforts.
- Specific to UIG Chief: Lead and supervise the development and documentation of user based Information Technology (IT) requirements supporting the CFO mission.
- Recommend or collaborate on proposed technical solutions and options for user IT requirements.
- Liaise, collaborate, develop and document requirements with IC partners on best practice solutions for managing resources within Cloud environments.
- Provide assessments, business flows and documentation to convert highly customized CFO GOTS (Government Off the Shelf) applications and COTS (Customer Off the Shelf) applications to interoperate with other Agencies in Cloud environments.
- Monitor and evaluate the progress and outcomes of CFO IT development and implementation of the UIG requirements plans.
- Manage assigned DOS Division contracts



- Specific to WCF Team Lead: Research and explore all aspects of initiating a WCF within the IC.
- Review current ideas for various Business Entities (BE) as well as defining new ideas through research and IC-wide polling for validity and usefulness to the IC.
- Determine final proposed list of BE's for review and approval by ODNI and IC Elements.
- Provide detailed plans and procedures for determining and establishing overall WCF structure, oversight and implementation.

Mandatory and Educational Requirements

- Master's Degree or equivalent relevant work experience including 24 semester hours of finance, accounting, or other relevant financial or business management courses.
- Financial management or accounting certification.
- COTR certification or willingness to become certified.
- Superior knowledge of the IC and its components and interrelationships.
- Superior knowledge of the Intelligence Planning, Programming, Budgeting, and Evaluation System.
- Work experience in IC budget and/or accounting processes
- Superior ability to lead broad based teams regarding IT CFO and IC related financial management data requirements.
- Superior knowledge of departmental or agency financial management policy, regulations, and financial systems and superior ability to apply sound and independent judgement in order to resolve complex problems.
- Superior ability to make decisions and recommendations addressing undefined issues that require consideration and extensive analysis of the immediate and long range implications of any action.
- Expert experience establishing and maintaining professional networks with all levels of management both internal and external to the IC CFO.
- Excellent 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 and the ability to change direction based on new information and senior staff decisions.



Desired Requirements

- Knowledge of IC CFO Business Processes
- Systems analysis background
- Project management background

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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and majettm@dni.ic.gov (*Maya 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 attachments should be in Microsoft Word or Adobe PDF format.

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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and majettm@dni.ic.gov (*Maya M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 301-243-1318.

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: 301-243-1318; Email: Recruitment_TeamB@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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.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.**