General Position Information

Job Title: 19819 - Chief Financial Operations – GS-15

Salary Range: $142,701 - $170,800 (not applicable for detailees)

Vacancy Open Period: 11/18/2020 – 12/03/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CFE/FOG

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-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 as the advertised position grade may apply.

For a cadre assignment:

  o Current ODNI permanent cadre.

For a detailee assignment:

  o 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), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Major Duties and Responsibilities (MDRs)

- Plan, prepare, justification, administration, analysis, forecasting, and monitoring of budget/financial information to ensure cost-effective support of Intelligence Community (IC) organizations and programs; oversee budget/financial data analysis and the assessment of financial conditions by applying financial principles, policies, methods, techniques, and systems.

- Monitors the collection, research, and analysis of comprehensive and substantive financial information that includes budget, accounting, and financial reporting information to develop budget testimony, briefings, and talking points for senior DNI leadership and develop IC guidance on the preparation of resource requests and realignments or reprogramming to the DNI and Congress. May involve supporting major re-allocation of staffing, funds, or other resources.

- The development of complex financial analyses and provide expert advice and recommendations to senior IC customers in the context of their operations and requirements.

- Liaise with the Office of the Director of National Intelligence (ODNI) leadership, Office of Management and Budget (OMB), and Congressional oversight committees on financial management issues; participate in and, as required, oversee IC-wide financial management working groups, committees, and meetings.

- Provide expert advice to other financial or budget experts throughout the ODNI or other agencies on issues that involve applying or tailoring methods and procedures developed by the employee to a variety of situations.

- 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.

Mandatory and Educational Requirements

- Expert knowledge of the principles, concepts, laws, and regulations of financial administration, budgeting, accounting, or auditing sufficient to generate new concepts and methodologies or to theorize, plan, and direct entire financial, budgeting, accounting, or auditing systems for broad, emerging, or similarly critical large-scale ODNI-wide programs of national or international scope where no precedents exist.
• Superior ability to conduct accounting, and financial reporting information; expert knowledge of financial principles, policies, methods, techniques, and systems.
• Superior knowledge of departmental or agency financial management policy, regulations, and financial systems and superior ability to apply sound and independent judgment in order to resolve complex financial problems.
• Expert 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.
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Desired Requirements

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:

a. **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.

b. **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.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **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:** Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website.](https://www.jobsdni.gov) For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either 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.

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 in the cover letter 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. Please disregard if you are not a Federal Government employee.

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: Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_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 mcreaz@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.

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 703-275-3900 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 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.