

Director, Resource Management and Budget AD-0501-00 Job Announcement

Director, Resource Management and Budget – Arlington, VA

(\$100,904-\$140,259)

Job Summary:

The Director, Resource Management and Budget position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent is responsible for planning, directing and coordinating financial and budget activities. The incumbent reports directly to the Assistant Inspector General for Management and Support.

Duties:

As Director, Resource Management and Budget, receives broad policy guidance from the Special Inspector General for Afghanistan Reconstruction (SIGAR) and provides expert advice to executive leadership in the development, coordination, and integration of assigned mission, functions, and operations, as it relates to budgetary matters. Oversees all aspects of budget development, preparation, forecasting and execution; develops short- and long-range plans to maximize resource execution including advising top management during the executive and/or legislative decision-making processes on financial planning, programming, budget execution, and policy proposals which may have exceptional controversy and/or intensive legislative interest and initiatives. Assures that authorized plans and programs of SIGAR subordinate elements are properly executed, and that the SIGAR is kept informed on the overall conditions and trends in each element on all major activities affecting them. Ensures optimum utilization of resources to achieve organization structure and staffing patterns. Ensures that adequate internal control systems are developed for the entire organization and that the system is operative so that Government resources are efficiently and effectively managed. Recommends the establishment of internal management procedures for all organizational elements of the SIGAR mission area and assists in program evaluation. Identifies issues affecting SIGAR and its mission and takes action to provide immediate solutions to problems encountered; develops policy and makes recommendations for the revision of policies when necessary to correct wide scale defects. Under governing policy, and as it relates to budgetary matters, supports the recruitment, development, and retention of a high quality work force.

Serves as the principal advisor to the SIGAR, his Assistant Inspector Generals, and on all activities involving financial management matters. Develops budget policies and procedures within the framework of the organizational structure as defined by legislation and regulation; ensures budget policies and activities are compatible with defined SIGAR goals and objectives; proposes and/or integrates budget requirements within policies of other mission areas. Furnishes financial data, advice, and assistance in connection with the economics of plans and programs and their utilization of financial and material resources. Directs the development and implementation of plans and programs that are compatible with operating requirements prescribed by higher authority for financial management functions. Plans, directs, and maintains

an integrated and balanced program encompassing the financial management complex; directing and approving formulation and implementation of finance, accounting, programming, budgeting, policy procedures, methods and systems of operation to meet the broad mission requirements of the SIGAR and specific needs of individual programs and activities. Oversees and approves the analysis of new or revised regulations and directives to determine effect or impact on financial management operations and direct the implementation of any changes necessitated. Provides advice and assistance to the SIGAR, other directors/deputies, and subordinate elements in the interpretation and implementation of existing and new or revised policies, procedures, methods, and techniques.

Conducts or participates in conferences, discussions, and meetings with other staff personnel to discuss various organizational plans and to resolve management problems. Serves as the financial management representative of SIGAR to visiting officials and groups from external entities conducting studies and requiring orientation, broad information, presentations, and advice on financial management operations, commercial/industrial systems, problems, etc., in relation to proposals affecting the management of financial resources. Works closely with top level officers of SIGAR involving resource management and budget concerns. Coordinates and assists in the preparation of material for use by the SIGAR in presentations before Congressional and other groups inquiring into SIGAR policy with respect to matters pertaining to the assigned mission programs. Attends similar hearings and conferences with the SIGAR or as designated. Presents information to support or clarify the SIGAR position with respect to matters pertaining to assigned projects, programs, and operating budget allocations. May represent the SIGAR in discussions with individual members of the Department of Defense (DOD), Department of State (DOS), Department of the Army (DOA) staffs, Office of Management and Budget (OMB) and members of other groups concerning the financial impacts of the projects and programs.

Performs quantitative analysis to identify and support the effectiveness of financial management operations to meet established and declared goals.

Provides guidance for known methods of financial planning, programming, and budget execution to senior SIGAR management concerning sensitive financial management proposals and actions.

Represents the organization at a senior level with officials throughout Department of Defense (DOD)/Office of Management and Budget (OMB) and Department of State (DOS) to resolve highly complex policy and resources issues. The incumbent provides senior SIGAR management an objectively based review of potential and actual administrative and programmatic aspects of such issues.

Exercises full range of supervisory responsibilities for budget, travel and deployment, and record management staff; plans work to be accomplished, establishes priorities and sets schedules for completion; reviews work products and accepts, amends or recommends changes.

Performs other duties as assigned.

Special Requirements for the incumbent of the position:

This position is delegated authority by the SIGAR to perform any/all of the functions related to the administrative control, certification, obligation, and expenditure of appropriated funds issued

to SIGAR from any source. To support the exercise of this authority, the incumbent ensures that effective internal control systems are implemented/maintained/operated throughout SIGAR.

Knowledge Requirements:

Knowledge and skills sufficient to provide expert technical leadership, staff coordination and consultation in a functional area of financial management including responsibility for formulating guidelines, implement new developments and providing policy interpretation to all financial activities.

By virtue of the reporting levels of the position, employee must have complete and total mastery in the origination and application of concepts, principles and innovations of the planning, programming, and budget execution process for financial management as well as the budget formulation process.

Detailed intensive knowledge of the policies, precedents, goals, objectives, regulations, and guidelines of a functional area.; intensive knowledge of the organizational structure and functions of the agency; detailed knowledge of budgeting policies, regulations, procedures, and administrative and financial management systems; and a basic knowledge of information technology software and hardware sufficient to analyze financial activities and develop and charts functional logic for new and revised automated financial management systems and effectively present financial management needs.

Analytical skill sufficient to evaluate financial management and supporting documents, legislation and regulations, this includes the planning and managing of financial planning, programming, and budget execution of programs to include the review of proposed financial decisions to determine if they should be undertaken. The reviews are in-depth, ongoing advisory roles where the individual advises SIGAR senior management on major issues and proposals affecting the program, as they arise and recommending new policies and concepts that often have a broad or long range impact.

Knowledge of related disciplines and functions involved in the financial management process.

Skill in oral communication to present sensitive recommendations to higher authority, to obtain compliance with policies and to represent the organization in conferences, meetings, etc.

Skill in written communication sufficient to thoroughly document inspection findings and recommendations, special reports, fact sheets, talking papers, briefings, etc.

Key Requirements:

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

This position requires the incumbent to complete a form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential or Public Financial Disclosure Report.

This position has been designated as critical sensitive and the incumbent must be eligible for a TOP SECRET clearance.

Overseas travel may be required. In support of this travel, the incumbent would be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

Reemployment of Annuitants:

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

Applicants should send a resume by electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Human Resources- Director, Resource Management and Budget Announcement.