NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT (NCR)

Reference Number: OAR-OE-004

Open Period: August 1 to 11, 2014

Title, Series, Band/Grade: Financial Administration & Program, ZA-0501- III (GS-11/12 Equivalent)

Duty Station: Silver Spring, Maryland

Area of Consideration: Current, Permanent NOAA Employees at the Pay Band III or GS-11/12 level within the Washington, DC metropolitan commuting area.

Relocation expenses will not be considered.

Background:
An opportunity is available to join the NOAA Office of Oceanic and Atmospheric Research (OAR), Ocean Exploration and Research Program (OER). OER explores the ocean to enhance research, policy and management decisions, to develop new lines of scientific inquiry, and to advise NOAA and the Nation on critical issues by:

- Leading partnerships to accomplish national ocean exploration goals;
- Conducting interdisciplinary baseline characterizations of unknown or poorly-known ocean areas, processes, and resources;
- Increasing the pace, scope, and efficiency of exploration and research to improve the technical capability of the United States marine science community; and
- Engaging and educating audiences in ocean exploration through innovative means.

Duties:
- Execute the organization's financial, procurement, agreements, and contractual needs.
- Develop and maintain data on available resources and develop and provide programmatic financial reports for the Team Lead as requested.
- Assist with developing and maintenance of acquisition plans.
- Review and process procurements.
- Provide financial support to management regarding practices within the federal government guidelines.
- Produce financial status reports, analyze spending patterns and perform variance analysis.
- Respond to various budget execution data calls.
- Serve as purchase card approving official.
- Reconcile purchase card transactions.
Knowledge, Skills and Abilities (KSAs):

• Knowledge of financial management principles and practices.
• Knowledge of financial systems and databases.
• Ability to communicate clearly verbally and in writing.
• Knowledge of procurement, acquisition, grants and agreements practices.
• Knowledge of administrative principles and practices.
• Ability to perform work independently.
• Ability to identify and analyze problems and communicate to the Team Lead.

Education Qualifications: There is no positive education requirement for this position.

Specialized Experience Statement:
Specialized experience for this position is defined as experience with Commerce Business System (CBS) and NOAA’s Management Analysis and Reporting System (MARS); procurement process; analyze reports and perform trend analysis; and creating Budget Operating Plans (BOPs).

How to Apply:
E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Milena.Seelig@noaa.gov
Note: Any PII in formation should be sent using DOC’s approved Accellion Secure File Transfer Program - found at: https://sft2.doc.gov

Additional Questions - Point of Contact:
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