



BUDGET AND FINANCIAL ACCOUNTABILITY ADVISORS - BUDGETING

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Synopsis:

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BUDGET AND FINANCIAL ACCOUNTABILITY ADVISORS

BUDGETING

Candidates must be U.S. citizens or U.S. resident aliens.

The Budget and Financial Accountability program within the U.S. Department of the Treasury's Office of Technical Assistance is competitively recruiting individuals to serve as resident (long-term) and intermittent (short-term) advisors in the areas of budgeting and financial management. Advisors provide support primarily to ministry of finance governmental officials in developing countries. Advisors are hired under personal services contracts or through the Intergovernmental Personnel Act Mobility Program, which provides for the temporary assignment of personnel between federal, state and local governments and other eligible organizations (www.opm.gov/PROGRAMS/IPA/). This recruitment is for assignments globally and significant international travel is required.

Responsibilities and Duties:

Provide policy and technical advice on budget formulation and budget execution.

- Design budget organizations including staffing complements and job descriptions.

- **Draft and implement new laws, regulations, standards and manuals applicable to budget development and budget control.**
- **Design and implement new processes for both manual and automated systems, such as budget formulation, monitoring revenues and expenditures against budget, appropriation control including recording of encumbrances and commitments, monthly / quarterly allotments and spending plans.**
- **Develop and implement budget and accounting transaction classifications (chart of accounts) which enhance communication and internal management reporting.**
- **Design management reports for improved communication of financial information and enhanced budget control.**
- **Demonstrate budget analysis techniques and incorporation of better forecasting methodologies into the budget process.**
- **Organize and perform on-the-job and classroom training in budgeting related areas.**
- **Improve the presentation of the annual budget documents to provide greater clarity of government spending priorities.**

Qualifications:

- **BA in business, accounting, finance or public administration or related field required with Masters preferred**
- **5+ years in a financial leadership position in a budget department in state or large-sized local government. Experience in developing countries will be viewed positively**
- **Strong knowledge and understanding of budget management systems, the relationship of budget to other financial processes, best practices and a variety of budgeting disciplines such as performance and program budgeting.**
- **Proficient in use of personal computers and MS Office Products and general office equipment**
- **Self-starter with ability to work independently**
- **Exceptional analytical and problem solving abilities**

- Ability to motivate the client and build consensus
- Ability to be flexible by changing focus and approaches based on needs of the client
- Strong communication and leadership skills
- Knowledge of best practices is desirable
- Proficiency in French, Spanish or other languages is highly desirable

SALARY AND BENEFITS: Salaries are negotiable in accordance with government regulations based on demonstrated salary history and market comparability of similar positions. *The salary range is from \$123,758 to \$165,300 (at equivalent hourly pay) Overseas benefits are provided as allowed by federal regulations.* Successful applicants will be subject to medical clearance and a background security investigation at the appropriate level. *This announcement is open and continuous until June 30, 2012, although selections may be made in advance of that date based on program needs.* Applicants should submit a cover letter or resume by e-mail to: recruitment@ota.treas.gov or by mail to U.S. DEPARTMENT OF THE TREASURY, Office of Technical Assistance, Attn: Recruitment Coordinator, 740 15th Street, N.W., 4th Floor, Washington, D.C. 20220. You must reference *Solicitation # A12-022* on your cover letter and resume. No phone calls please and no hand carries. *Only applicants to be interviewed will be contacted.* **If you wish to be considered for this announcement and all future announcements for Budget and Financial Accountability Program, you must state so in the cover letter to your application.** For application materials, visit our web site at: www.treasuryota.us or www.fedbizopps.gov (search by *Solicitation # A12-022*).

The U.S. Government is an Equal Opportunity Employer

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Opportunity History

■ **Original Synopsis**

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