

Civilian Personnel Office
52d Force Support Squadron
Building 151, Spangdahlem AB
54529 Spangdahlem

Announcement Number: 122/2023

Opening Date: 13 Dec 2023

Closing Date: open until filled

Anticipated Internal and External Non-US Vacancy Announcement
(IAW USAFE-AFAFRICA/ 36-113)

Area of Consideration: Internal and External

POSITION TITLE: *Engineering Funds Management Technician*

GRADE: C-0501-5a/C-06

WORK HOURS: 27 hrs per week (part-time)

ORGANIZATION: 52 CES/CEIAR

LOCATION: Spangdahlem

On principle this position is also suitable for severely handicapped persons.

MAJOR DUTIES:

The primary purpose of this position is to perform clerical and technical work in direct support of budget analysis and administration as well as budget/funds surveillance and accounting services.

Financial Programming: For the development of the annual budget, provides data for expenses such as a large variety of service/main contracts, custodial services, FDUI supplies, equipment, ground fuel and operational costs, personnel expenditures, real property maintenance and repair plus a variety of other costs occurring on the installation areas.

Processes and monitors contract FDUIs. Records appropriate cost data within Defense Enterprise Accounting Management System (DEAMS) based on engineering estimates of amount accrued, receiving reports, percentages of completion reports, or other appropriately approved documents furnished by Civil Engineering. Maintains folders with all pertinent contract funding/approval documents.

Financial Studies: Conducts studies on cost trends and most advantageous accomplishment of projects, either through investigative interview with competent personnel concerned or by evaluating written material originating from work centers in the establishment of financial requirements. Recommends cost reduction improvements to meet cost reduction program objectives. In the elaboration of financial summaries, collects and compiles material from such sources as records and reports available in the office, or informative discussions with activity supervisors. Subject summaries portray expenditures and cost comparisons, provide an accurate basis for financial planning in the operation, maintenance and repair of installation property. Reviews and processes Military Interdepartmental Purchase Requests (MIPRs) in support of reimbursement reporting. Includes FDUI close-out, receipts, payments, and auditable trail and financial cost reporting.

Surveillance of Fund Utilization: Controls allotments, commitments, obligations, transfers, adjustments and other revised fund distributions, as required in the accounting of funds received, authorized and expended for materials and services furnished by contractors, and in the overall operation, maintenance and repair activities of the BCE organization. Work comprises the establishment and maintenance of financial control devices pertaining to crediting and/or debiting fund allocations and expenditures to appropriate accounts, including partial and final payments for contract services. Reviews basic documents for validity prior to posting; extracts and/or indicates appropriate reference data. Draws trial balances to prevent overdrawing of accounts, and informs officials concerned on financial status.

Cost Accounting: Exercises surveillance over proper coding and charging of work orders in compliance with regulation by application of Responsibility Center Cost Center (RCCC) and Cost Account Codes (CAC), as defined in current instructions per accumulation, maintaining and reporting of costs incurred. Participates in conferences with the comptroller, explains and supports justifications for planned financial transactions. Develops and designs statistical and analytical material required for briefing higher authorities, and to support organization management decisions. Controls accepted transactions for correctness of work order number, CAC, cost center, control installations, Element

of Expenditure Investment Code (EEIC), Organization Budget Authorization Number (OBAN), fund code, etc. and corrects erroneously charged cost data, Prepares BCE cost breakdowns reflecting a broad variety of cost elements. Requires understanding and experience with Personal Computer (PC) based application software (e.g. Word Processing, Spread Sheets) and the DEAMS computer system in order to train co-workers and others within the organization.

For further details and review of the position description contact the Civilian Personnel Section, Bldg. 151, Spangdahlem Air Base.

QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:

Applicants for positions in this series are required to meet E&T level **IIIa, IIIb, IIIc, IVa or IVd** or an equivalent level of education and experience requirements established below:

IIIa - Intermediate secondary school diploma plus completed apprenticeship in a commercial, business or administrative occupation that is closely related to the position for which considered.

OR

IIIb – Technical college entrance qualification

OR

IIIc – University entrance qualification

OR

IVa – E&T Level III b or c and completed apprenticeship with certificate of completion in a commercial, business, or trade/technical engineering occupation that is closely related to the position for which considered.

OR

IVd – State Certified Business Administrator

Creditable higher level education is also acceptable as long as closely related to the position for which considered.

Creditable Experience Requirements:

Grade	Creditable Experience required
C-6	2 years, if E&T Level III is met
C-5a	1 year, if E&T Level III is met
C-6	none, if E&T Level IV is met
C-5a	none, if E&T Level IV is met

Acceptable Creditable Experience:

Salary schedule C-6 – C-7a: Creditable experience must reflect the particular knowledge, skills, and abilities required for the position and must be in the same or in a similar line of work as the job for which considered. The predominant experience must have been gained at a comparable level of difficulty to the position to be filled and must be directly related to the position.

C-3 through C-5a: Creditable experience includes any type of work or activity of an applicant that has provided the basic knowledge, skills and abilities needed to successfully perform the major tasks of the position for which considered.

- As a rule one year of creditable experience must have been gained at one level below the grade for which considered.
- No Substitution

Proficiency Requirements:

- Excellent knowledge of the English language (ELP Level III (3) – passing score 85%) and German language is required
- German Driver's license class B required

Other requirements:

- Required to operate US Government Vehicles

- May be required to go TDY
- Must be able to obtain ESTA/Visa for TDY to CONUS
- Must be able to obtain and maintain the necessary certifications and/or licenses required to perform the duties of the position
- Ability to make oral presentations on the budget, and conduct budget-related training to a variety of audiences
- Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes to formulate, justify, and execute assigned budget in support of the mission, structure, goals, work processes, and programs of assigned activities/organizations
- Knowledge of automated data processing software programs and capabilities used to accomplish budget/funding tasks
- Skill in gathering, assembling, and analyzing source of factual information, such as that found in accounting reports, work reports, or inventory and supply data
- Skill in preparing written and automated forms, schedules, and reports related to the obligation and expenditures of funds

HOW TO APPLY/BEWERBUNG:

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to

52fss.spang.jobs@us.af.mil. All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website:

<https://www.52fss.com/civilian-personnel-section>

The application cannot be considered if supporting documents are missing.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone: 0651-9494-0