



# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>MP-09-0127-LS</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Financial Manager          (Assistant Fiscal Officer)          (090080)          GS-505-13          \$84,533 to \$109,895 per annum          (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>Days          M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Fiscal Service,          Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent          1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant          503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>02/23/09</b>	<b>8. <u>Closing Date</u></b>  <b>02/27/09</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

Position is located at the Portland VA Medical Center and is organizationally aligned within Fiscal Service. The incumbent serves as the full operating assistant to the facility Chief Financial Officer (CFO). Duties include, but are not limited to; responsibility for the overall operation, training, and production of each section or unit in Fiscal Service and for the coordination of their assigned functional activities so as to produce quality service products. In significantly challenging situations, the incumbent makes the necessary determination as to the accounting, statistical, or fiscal/administrative procedures and techniques that will be employed to meet customer expectations. During the absence of the CFO, the incumbent serves as the Acting CFO having responsibility for the full range and scope of CFO duties. In the absence of Section Managers within Fiscal Service, the incumbent may be designated as Acting Section Manager over all functions within the section, to include Accounting & Financial Services, Budget and Travel, DSS, and Revenue. The incumbent assists and supports all Service wide functions to include development of training plans, management of intern positions, succession planning, process improvements, and strategic planning. The incumbent works jointly and in conjunction with the CFO and Budget Officer in formulation, development, preparation, and execution of the annual budget plans and in administering the medical center's financial management program. Responsible for maintaining an automated and fully integrated system of financial staff services, which contributes to the effective management and control of medical center operations in such areas as accounting, budgeting, travel, financial analysis, and reporting. The incumbent is responsible to the CFO for the Fiscal Service quality assurance, internal audit, and functional review programs to insure that financial policies and procedures of the medical center are being complied with and that the program is effective. Incumbent coordinates studies and analyzes operations of systems on a continuous basis and coordinates special analytical reports, charts, and graphs for management, such as reports on status of medical center funds and other indicated statistical reports used as guides in the management decision making process. The incumbent actively monitors all external monitoring mechanisms, and ensures that the service is performing as well as possible or that appropriate action plans are developed in collaboration with other Fiscal Managers for presentation at monthly financial reporting meetings with medical center leadership and VISN leadership. Incumbent provides authoritative policy interpretations and functional recommendations concerning fixed and variable costs as they relate to modeling, and resolves major challenges that may arise in a quality focused process system that integrates multiple, automated financial management systems.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-505, Administration and Management series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** At least one (1) year of specialized experience that equipped the application with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable with specialized experience for example, positions include manager and/or supervisor of a large service/division or administrative officer.

**Substitution of Education for Experience:** GS-13, Generally not applicable.

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## **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Ability to supervise finance and accounting professionals, technicians, and support staff.
2. Ability to manage information technology to resolve issues that may arise in a quality focused process that integrate multiple automated systems such as ICTAP, PAID, FMS, DSS, and Fee System.
3. Knowledge of, and ability to apply, accounting and budgeting principles, concepts, techniques, systems and methods.
4. Ability to communicate in writing for a variety of purposes (e.g., technical reports, correspondence, policy statement, recommendations, etc.)

## **CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

**Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 02/27/09)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 02/27/09)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

**All application packets must be received in Human Resources by Close of Business (COB) on 02/27/09.**

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS  
**Attn: MP-09-0127-LS**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

## **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

## **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**