



# 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 \*RE-ANNOUNCEMENT

<b>1. <u>Announcement Number</u></b>  <b>MP-09-0296-TC</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Financial Manager (Chief Financial Officer) (070360) GS-505-14 \$99,892 to \$129,865 per annum</b>	<b>3. <u>Tour of Duty</u></b>  <b>8:00A – 4:30P M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Financial 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>08/26/2009</b>	<b>8. <u>Closing Date</u></b>  <b>12/31/2009 Applications received by 10/21/2009 will receive first consideration.</b>

### \*WHO MAY APPLY TO THIS ANNOUNCEMENT\*:

**Relocation expenses authorized.  
Relocation incentive may be authorized.**

**Applicants who previously applied for this position under announcement MP-09-0007-JC, or MP-09-0188-TC do not need to reapply, your previously submitted application will be considered under this announcement. Please note that this announcement has been updated with changes from previous postings.**

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligible will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Well qualified candidates will have extensive financial management experience. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

### MAJOR DUTIES:

The Chief Financial Officer provides financial services to a large, complex, multi-site medical center whose service areas include two campuses and several Community Based Outpatient Clinics (CBOCs), two Veterans Outreach Centers, a VA cemetery, a VA Regional Counsel Headquarters, a major research program, and numerous headquarters and special programs. The Portland VA Medical Center serves as a tertiary referral center and a transplant referral center for other VA Medical Centers (VAMCs) and sharing partners. Effective financial management is necessary to support the fundamental mission of the medical facility as well as the complexity of its support missions within the VA organization. The CFO oversees financial support or assistance for numerous virtual VA Central Office (VACO) field offices and remotely located personnel who are organizationally aligned to various parts of the VA and Veterans Hospital Administration (VHA) structure (examples include an Office of Resolution Management, VAHQ staff personnel and others).

The CFO is responsible for funds maintenance of programs, appropriateness of expenditures, collection of funds and ensuring the fiscal integrity of all financial records at the medical center. This includes coordination of Medical Care Cost Fund (MCCF) revenue program operations and collection of government funds. The CFO is also responsible for the supervision and control of all facility financial functions, to include Budget, General Ledger Accounting, Cost Accounting, Voucher Audit and Accounts Payable, Agent Cashier, Accounts Receivable, Outsourcing Purchased

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Care Management, Credit Card Management, Employee Travel, General Post Funds and the Revenue Program. Functions involve the expenditure of public, trust and deposit funds in accordance with applicable laws and regulations. The scope and variety of teaching and research programs significantly impact of the medical center's financial management program. Responsibilities are also impacted by the complexity of operating programs and their varied operating requirements, i.e., major and minor construction projects, debt collections, sharing agreements with Department of Defense (DOD), Veterans Integrated Service Network (VISN) National Programs. The CFO has responsibility for the formulation, review, and execution of the financial plans for the operation of the medical center.

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

#### **QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-505 series applies and may be reviewed in the Human Resources Management Division office. Experience that equipped the applicant with the particular knowledge, skills, and abilities 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, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Qualifying experience at the next lower grade for example could be in management position in accounting, budget or Financial management.

#### **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 the rating factors may result in your application receiving a less than desirable rating: (Applicants who clearly fail to meet the screen-out element will be rated ineligible without further review of their applications since this element measures the critical ability needed to successfully perform the duties of the job)***

1. Comprehensive knowledge of the range of Financial and administrative laws, policies, regulations, and precedents applicable to the administration of an organization's programs;
2. Ability to communicate orally and in writing on a wide range of technical and financial matters (special reports, position papers, legislation, and regulations);
3. Ability to apply, interpret, and implement policy, procedures, reports, legislation, regulations, and other guidelines in order to determine how they affect current processes and to recommend appropriate action and/or application;
4. Knowledge of the mission, organization, programs, functions and requirements of the VA health care delivery system and other private and public systems, and the ability to use this knowledge in solving multi-dimensional problems.
5. Knowledge of construction accounting systems as well as budgetary appropriations for minor construction, major construction, and maintenance and repair category breakouts.

#### **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
- Applicants without prior federal service will be appointed at step one of the grade
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- 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.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- 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](#).
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. Resume may be submitted as part of application

### **Other VA Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 10/21/2009 for 1<sup>st</sup> consideration. This announcement will close on 12/31/2009 unless filled earlier.** Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-09-0296-TC**

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.**