

Job Title: SUPERVISORY BUSINESS MANAGER**Agency:** Dwight D. Eisenhower Memorial Commission**Job Announcement Number:** EM10-02**Salary Range:** 89,033.00 - 115,742.00 USD /year**Series & Grade:** AD-0301-00/00**Open Period:** Tuesday, June 01, 2010 to Tuesday, June 08, 2010**Position Information:** Full-Time Permanent**Duty Locations:** 001 vacancies - WASHINGTON DC**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.**Job Summary:**

Congress created the Dwight D. Eisenhower Memorial Commission on October 25, 1999 (Public Law 106-79). The Commission is charged with memorializing Dwight D. Eisenhower as the Supreme Commander of the Allied Forces in Europe in World War II and as the 34 President of the United States. The law states that the Commission shall consider and formulate plans for such a permanent memorial to Dwight D. Eisenhower, including its nature, construction and location to perpetuate his memory and his contributions to the United States. The Commission consists of twelve members; four members appointed by the President, four members appointed by the president Pro Tempore of the Senate, and four members appointed by the Speaker of the House of Representatives.

Major Duties:

The incumbent defines, plans, and executes the budget for the Eisenhower Memorial Commission. Conducts long and short term financial plans, budget justifications. Provides management oversight regarding financial policies and interpretation. Monitors obligations and expenditures, appropriations and authorizations, funds certification, financial tracking, analysis and reporting and financial plans. Coordinates the resource management activities with the Executive Director and/Deputy Executive Director. Provides expert advice and assistance on budget and financial issues to the Chairman, Executive Director, and staff. Represents the Commission at financial management meetings and conferences in the development of policies, standards and procedure for budget and program planning. Exercises independent judgment in planning, organizing & directing resource management aspects. Directs the work of subordinate employees.

Key Responsibilities:

- Coordinate development of the Eisenhower Memorial Commission operations budget;
- Develop policies, procedures, and controls for formulating the budget, preparing budget justifications, and preparing supplementary budget requests and reprogramming requests;
- Prepare analyses and special reports on budget and related matters;
- Prepare and respond to a variety of financial management audits and reports;
- Compile and distribute a variety of financial management reports;
- Monitor, track, and report the Commission's obligations; expenditure rates, or execution of program

budget through the review of financial documents, examination of accounting records and information provided by General Services Administration (GSA) External Services Division;

- Performs and monitors established financial management requirements;
- Plan, organize, or direct efforts to persuade management officials to accept and implement recommendations where the proposals involve substantial organization resources or require extensive changes in procedures and methods;
- Prepare yearly spend plans, out-year budget requests and funding/procurement documents;
- Supervise subordinate staff

Qualifications:

Best qualified candidates for this position must show in their resume that they have at least five years of knowledge and experience of the federal budget and financial management process.

Best qualified candidates will have demonstrated experience in serving as the focal point in an office providing oversight of financial procedures, budget estimating, analyzing financial data or other types of information, contracting, and the planning and monitoring of funds execution of federal appropriations.

The ability to research and interpret laws and regulations. The best candidates will demonstrate attention to detail in accomplishing tasks with concern for aspects of the job involved.

Demonstrated experience in the development of budget formulation, development and management of annual spending plans, analyzing and interpreting proposed legislation, congressional reports, OMB directives and legislative guidelines to provide detailed advice and recommendations on budgetary issues.

Demonstrated skills in using computer software programs include word processing, spreadsheet, and database management functions in the execution of financial support activities.

Demonstrated results in accountability and responsibility. Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

Demonstrate the ability to work independently in a fast-paced environment.

EDUCATION:

Minimum education requirement is an undergraduate degree.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation.

How You Will Be Evaluated:

First, all candidates are evaluated to determine if they meet the basic eligibility requirements (i.e., are a U.S. citizen, meet the 'who may apply' description). If the candidate meets the basic eligibility requirements his/her resume is reviewed again to determine if his/her background and/or education meets requirements and for the skills needed to perform the duties of the position, as described in this vacancy announcement and identified by the Selecting Official for the position. Candidates must also submit a one-page cover letter describing why he/she is uniquely qualified to fill the vacancy.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

If you fax your application, we will not consider it.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Email resumes

You may submit an application for this position by emailing a resume containing the information outlined below under **'What should be included in your Application?'** to jjacobson@eisenhowermemorial.org. Applications may be submitted until the position is filled. Applicants not selected will be notified when it is filled.

What should be included in your application?

You may submit a resume using the Optional Application for Federal Employment (OF-612), available at http://www.opm.gov/forms/pdf_fill/of612.pdf, or another written application format of your choice. **You must include all the information requested below or your application will not be considered.** Job information and application requirements are also posted to the Commission's web site at: <http://www.eisenhowermemorial.org/jobopportunities>

Information to be Included in the Application

1. Title of the position for which you are applying. **(Personal Information: For personal security, please do not include your social security number on your application)**

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and email address.
3. Country of Citizenship.
4. Education—Colleges and/universities attended. For each, provide:
 - a. City, state and zip code
 - b. Major field (s) of study, type
 - c. Type and year of degree(s) received. If no degree received, show credit hours received in semester or quarter hours.
5. Work Experience—List in reverse chronological order all paid positions you have held (do not provide copies of job descriptions). You **may** include unpaid or volunteer positions **related to the position for which you are applying**. For each position provide:
 1. Job Title.
 2. Duties and accomplishments.
 3. Number of hours worked per week.
 4. Employer's name and address.
 5. Starting and ending dates of employment (month and year).
 6. Supervisor's name and current phone number. **Indicate if you current supervisor may be contacted.**
 7. List position-related training courses (title and year)
 8. List position-related honors, awards, and special accomplishments (e.g., publications, members in professional or honor societies, leadership activities, public speaking, performance awards, etc)

If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade. If you have ever served in the U.S. military service, indicate the branch, the dates of your service, the date of your discharge and its type, and the highest rank attained and the date it was attained.

Application mailed using government postage or through an internal federal government mail system will not be considered.

Contact Information:

Joyce Jacobson
Phone: 202 296-0164
Email:

Agency Information:
Dwight D. Eisenhower Memorial
Commission

jjacobson@eisenhowermemorial.org

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Suite 801
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US

What To Expect Next:

Each applicant will receive an email confirming receipt of application materials, and will be contacted if we wish to schedule an interview or require additional information.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: