

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for Management Specialist (Budget) GS-0301-12. Applicants and current employees at the GS-11 and GS-12 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion will be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Management Specialist (Budget), GS-0301-12

Office Location: FDA
Center for Tobacco Products
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **April 7, 2022**

Closing Date: **April 20, 2022**

Area of Consideration: **HHS-Wide**

The Center for Tobacco Products (CTP) Office of Science offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. The position is ideal for someone who enjoys working with numbers. The primary purpose of this position is to perform the daily tracking and management including formulation, execution and/or analysis of the Office's budget and acquisitions needs. A Contracting Officer Representative (COR) level-II certification is highly desirable although not a requirement.

Duties Include:

The incumbent serves as a Management Specialist in the Office of Science (OS) responsible for providing a variety of budget analysis functions to support operation of OS in support in the CTP.

The incumbent of this position will perform several duties as described in the following:

- Assists with the formulation of the Office's annual budget and the execution of the Office's approved budget.
- Manages the creation of the annual spend plan for the Office. Performs spend plan changes. Closely tracks spending throughout the fiscal year. Creates FY MODS.
- Creates and obligates funding documents in accordance with the spend plan.
- Manages monthly meetings with divisions to review contract portfolio and discuss division's contract needs.

- Reviews and tracks purchase card requests for funds availability, tagging, etc.
- Performs financial tracking of all OS contracts including reviewing and processing of invoices for payment.
- Reconciles Open Commitments & Obligations (OCO) report against Office's Accounting and Travel tracking sheets.
- Gathers and maintains the necessary documentation to support the Office's contracts/grants funding administration. Creates tags and prepares Funds Approval Request (FAR) documents.
- Closely monitors and tracks contracts/grants expenditures by working collaboratively with all OS divisions and other stakeholders. Serves as the main POC for all OS contracts.
- Keeps staff and management abreast of changes to procedures and processes related to acquisitions and serves as a COR for the Office.

Desired Knowledge and Skills:

- Knowledge of the budgetary process to assist with the formulation and presentation of the Office's budget as well as execution of the approved budget.
- Knowledge of interpersonal relationship skills to establish and maintain effective and diplomatic working relations while performing daily duties. Ability to establish and maintain effective working relationships with all levels of management.
- Knowledge of analytical tools and techniques for analyzing and evaluating the efficiency and effectiveness of programs.
- Proficient in reviewing historical financial data and analyzing trends for forecasting and/or validating budget estimates.
- Proficient in MS Word and Excel required.
- Ability to organize work and meet deadlines.
- Excellent oral and written communication skills.
- Ability to make oral and written presentations in a clear and concise manner.
- Strong project management skills and experience in communicating status, risks, challenges, recommendations, and next steps to stakeholders.
- Ability to work independently and in a team setting.
- Ability to identify and analyze complex issues, problems, and develop recommendations. Experience in analyzing quantitative and qualitative data.
- Knowledge of working with the Unified Financial Management System (UFMS) system would be a plus.

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-11 and GS-12 grade levels or Commissioned Corps Officers (03). Supervisory concurrence is required prior to applying for this detail. Applicants should submit the following by the closing date of the announcement:

- A Current resume or curriculum vitae including any experience, training, and skills which prepare you for this assignment.
- Most recent copy of your SF-50, Notification of Personnel Action that identifies your current pay plan, grade, series, and tenure.
- A written or emailed statement indicating the reason for interest in being considered for this detail to:

Miranda Jones
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Miranda.Jones@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by April 20, 2022.

***This is not an official vacancy announcement under the Merit Promotion System.**