

Mission Support Specialist - Finance (GS-09)

SkillBridge Internship Opportunity

NON-REMOTE/IN-PERSON ONLY

U.S. Customs and Border Protection (CBP)

U.S. Border Patrol (USBP)

Office of Training and Development (OTD)

Locations: Artesia, New Mexico

Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule/>

IMPORTANT NOTE: This opportunity is OUTSIDE of USAJOBS.gov and **ONLY** open to DoD SkillBridge interns who are at least TWELVE months of separating and possess or anticipate a [30% or more Disabled Veteran, VRA, and/or Schedule A hiring authority eligibility](#) along with being qualified for the position per the below qualifications.

LOCATION

U.S. Border Patrol Academy - Artesia, New Mexico

MAJOR DUTIES AND RESPONSIBILITIES

This position is located within the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Office of Training and Development (OTD), and serves in a developmental capacity under the leadership and guidance of a higher graded specialist.

The incumbent assists in providing guidance to U.S. Border Patrol Academy employees, and develops new or modified administrative program work methods, approaches, or procedures for delivering effective customer services. Serves as a point of contact and provides general advice and guidance to other U.S. Border Patrol Academy staff involved in the budget, and financial management process.

- Prepares budget reports utilizing various databases and automated systems. Assists in analyzing finance trends and compiles data for analysis by senior staff and manager. Performs basic database queries to conduct analysis of data used in reports requested by management. Generates sector invoices for coordination and processing; reviews invoices for accuracy and maintains and invoice processing database to track and monitor.
- Assists in developing budget briefings, project papers, budget status/dash boards and correspondence to finance manager. Collaborates with the Operational Requirements Based Budgeting Process (ORBBP) branch in the development of finance division ORBBP submissions.
- Performs as a Government Purchase cardholder; research applicable acquisition policies, directives, and guidance to ensure that requested items to purchase are within the scope of allowable purchase. Creates Internal Recurring Obligations (IRO) within Mission Support Division financial management systems; reviews all certified IRO invoices to ensure correct and accurate billing; forecasts budgetary requirements for IROs during Fiscal Year (FY) budget planning.
- Assists the sector travel manager with travel authorization and voucher coordination and approvals; obtains valid funding necessary to complete travel documents in CONCUR;

reviews travel authorization and expense reports for all sector personnel; performs monthly travel card reviews and reports misuse and delinquencies to the Travel Manager.

- Performs other duties as assigned.

REQUIRED BASIC SKILLSET

The work consists of compiling, analyzing, summarizing, presenting, and providing advice and recommendation pertaining financial and resource needs, objectives, activities, and accomplishments. These duties involve different, unrelated, but established methods, practices, and techniques, and coordination with a variety of staff throughout the U.S. Border Patrol Academy. Some assignments are ongoing, while others are cyclical and involve periods of intense activity to meet required schedules and deadlines.

- Knowledge of general administrative and budget procedures, including staffing, time and attendance, travel and relocation contract, conference planning, etc.
- Proficient in the use of standard computer tools, (i.e., Microsoft Office) to develop and maintain electronic files, word processing documents, PowerPoint presentations, and spreadsheets.
- Knowledge of the Operational Requirements Based Budgeting Process (ORBBP) to collaborate with the budget team on staffing, procurement, and travel issues.
- Ability to communicate effectively both orally and in writing with all levels of management and employees, and the ability to display well-balanced accurate judgment.
- Ability to analyze and evaluate information to determine accuracy and make recommendations to improve operations.
- Ability to become proficient with the CONCUR travel system to run travel reports on monthly, quarterly, and annual travel spending and delinquencies.

How to Apply:

NOTE: Your resume must explicitly indicate how you meet this requirement, otherwise you will be found ineligible. Please see the "Required Documents" section below for additional resume requirements.

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: CBP – Office of Training and Development (OTD) – **Mission Support Specialist - Finance (GS-09)** – Artesia, NM – (What Preference Claiming: [30% or More Disabled Veteran, VRA, and/or Schedule A](#)).

Your resume will enable us to determine the grade level for which you qualify; therefore, align it to the specifics as described in the Duties and Qualifications sections above.

Provide details of your education, background, and experience so we can accurately assess your qualifications, and be sure to highlight any superior proficiencies that uniquely qualify you.

Your DD214 (SSN redacted) or Statement of Service with all campaign medals contained therein (SSN redacted), VA Disability Rating Letter and/or Schedule A Letter is also required along with **REFERENCES FROM ALL PAST AND PRESENT EMPLOYERS.**