

POSITION DESCRIPTION
FINANCIAL MANAGEMENT ANALYST
GS-0501-11

I. INTRODUCTION

The financial management analyst is located in the Comptroller Division, U.S. Marine Corps Forces, Special Operations Command (MARSOC) at Camp Lejeune, North Carolina. MARSOC is one of four components of U.S. Special Operations Command (USSOCOM), a Combatant Command. The mission of MARSOC is to train, organize, equip, and when directed by the Commander, U.S. Special Operations Command (USSOCOM) to deploy task organized, scalable, and responsive U.S. Marine Corps special operations forces worldwide in support of combatant commanders and other agencies. MARSOC is one of four components of USSOCOM. The Commander, MARSOC is a U.S. Marine Corps Major General (O-8) and reports to the Commander, USSOCOM. In this capacity, the Commander, MARSOC exercises command over a force of nearly 3,500 active personnel from both the U.S. Marine Corps and the U.S. Navy and nearly \$150M crossing five appropriations.

The incumbent must be knowledgeable on the authorities of Major Force Program (MFP)11 and (MFP)2 funding and the differences between Service Common and Special Operations peculiar as defined by Department of Defense Instruction, Joint Publications and USSOCOM policy. Incumbent is required to monitor obligations ensuring execution aligns with requirements, identifying savings and implementing resource allocation adjustments.

The incumbent must have knowledge of all DOD, USSOCOM, and USMC financial directives. In addition, incumbent must have knowledge of budget and finance regulations, procedures, methods and processes. Knowledge of Excel, PowerPoint and Microsoft Office applications are required.

SPECIAL REQUIREMENTS

1. This position is designated NONCRITICAL SENSITIVE and requires the incumbent to obtain and maintain a SECRET security clearance.
2. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel is required.