

POSITION DESCRIPTION
G-1 FINANCIAL TECHNICIAN
GS-0503-7/8/9

I. INTRODUCTION

The G-1 Payroll and Fiscal Analyst position is in the Marine Corps Forces, Special Operations Command (MARSOC), G-1 Division at Camp Lejeune, North Carolina. 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 (O-10). In this capacity, the Commander exercises command over a force of approximately 3,200 active duty personnel from the U.S. Marine Corps, U.S. Navy, U.S. Army, U.S. Air Force and more than 200 federal civilian employees. The MARSOC G-1 is comprised of approximately 51 Marine Corps, Navy, Federal Civilian, and contract personnel.

The incumbent performs payroll processing, budget management, and various fiscal and administrative tasks to effectively support daily operations for the Civilian Program Branch and the G-1 at the MARSOC Headquarters and in support of the three major subordinate commands organic to MARSOC: the Marine Raider Regiment, Marine Raider Training Center, and the Marine Raider Support Group.

SPECIAL REQUIREMENTS

The incumbent must have the ability to obtain and maintain a final Secret security clearance.

May occasionally have to work other than normal duty hours in an overtime or compensatory time-off earned status.

This is a Financial Management Level 1 Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within two years.