

UNCLASSIFIED//NONE//NONE
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

WORK ROLE: 08AE

WORK ROLE TITLE: Finance and Accounting Analyst

WORK ROLE DESCRIPTION:

Finance and Accounting Analysts research a wide range of financial and accounting issues. They provide regulatory and procedural guidance and assistance to customers.

COMPETENCIES/KNOWLEDGES:

Skills

Adaptability	Information Sharing	Written Communication
Building Professional/ Technical Networks	Interpersonal Skills	Customer Service
Continual Learning	Multi-media	Data Analysis
Creative Thinking	Communication	Financial & Wrkyr Info
Enterprise Perspective	Oral Communication	Advocacy
Exploring Alternatives	Policy and Directives	Financial Policy
Influencing/Negotiating	Synthesis	Financial/Technical Info
	Resource Management	Prep
	Situational Awareness	Process Analysis & Improvement

Knowledges

NGA Organization Missions, and Vision	Budget execution & funds control	Joint travel regulation (JTR/JFTR)
NGA Products and Services	Credit card policies & procedures	NGA payroll policy & procedures
Accounting classification structure	DFAS policies and procedures	NGA personnel policy & procedures Reimbursable procedures
Accounting principles	DoD fin/budget directive regulations	Transportation billing
Appropriations law	External financial rpt requirements	Vendor pay policies & procedures
Auto accounting report interpretation	Financial mgmt info systems	
	FOIA and privacy acts	

EDUCATION/LICENSES/CERTIFICATIONS:

LICENSES/CERTIFICATIONS: