

IA-25-59A-PC (Internal)
Budget Specialist

The agency will review up to 75 application packages for this position. Applications must be submitted via email and only the first 75 received will be considered.

Overview

Open & closing dates

7/25/2025 to 8/11/2025

Service

Excepted

Pay scale & grade

GG-14

Salary

\$142,488 to \$185,234 / Per Year

Appointment type

Permanent

Work schedule

Full-Time

Location

Arlington, VA

Relocation expenses reimbursed

No

Telework eligible

Yes - as determined by the agency policy

Security clearance

Moderate Background Investigation

Supervisory status

No

Promotion Potential

14

Application Count

75

Job family (Series)

[0560 Budget Analysis](#)

Drug Test

Yes

This Job Is Open To**Hiring Path**

Internal to an agency

Hiring Paths Clarification Text

Current United States Postal Service Office of Inspector General, United States Postal Service and United States Postal Inspection Service and Postal Regulatory Commission Employees only.

Summary

This announcement provides the opportunity for a reassignment/promotion to the Budget Specialist position within Mission Support, Budget Team located in Arlington, VA. Bring your skills and voice to our team!

Duties

The successful candidate will be responsible as a technical and analytical lead for the full complement of the OIG budget program. The candidate(s) will provide support and guidance in establishing and executing financial planning and analysis processes identifying and resolving complex issues consistent with industry's best practices. Responsibilities involve leading as the technical expert in programs, systems, functions, policies and numerous critical issues associated with all phases of the budget process and financial performance. The Budget Specialist position is essential for the effective financial management and operational success of the organization.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and the experience, education and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on 8/11/2025 will be considered.

The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the Specialist Band level, equivalent to a GS-14. The salary range for this position is \$142,488 - \$185,234. The salary figures include locality pay.

Please note that the duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The following description of major duties and responsibilities is only intended to give applicants a general overview.

Major duties and responsibilities include:

- Developing and managing comprehensive budget plans to align with organizational goals and priorities, ensuring optimal allocation of resources.
- Prepare narrative/statistical material and other budget information for use in briefing OIG senior leadership and other stakeholders.
- Serve as subject matter expert with the agency's systems, managing budgetary and accounting information.
- Regularly communicate budgetary matters with management, staff, and external organizations through both verbal and written means. Deliver presentations on OIG financial information during various internal and external meetings.
- Provide advice and interpretation of guidelines and directives from the United States Postal Service, the Office of Management and Budget, and other authoritative entities.
- Utilize automated systems to input, review, and analyze cost data for budget planning, execution, and formulation. Generate detailed financial reports and analysis for senior management, providing insights and recommendations for budget adjustments and financial strategies.
- Conduct budgetary forecasts on a monthly, quarterly, and annual basis. Analyze the agency's budget activities within these same cycles, providing management with notifications regarding trends indicative of potential over- or under-obligation of funds.

Conditions of Employment

- Must be a U.S. citizen.
- Must be able to pass a drug screening.
- Must be able to pass a background investigation.
- Must be able to obtain and maintain a moderate background investigation security clearance.
- Must be able to obtain and maintain a government-issued credit card.
- May be required to successfully complete a 12-month probationary period.

MINIMUM QUALIFICATIONS

You must meet one of the minimum qualifications listed below.

- Bachelor's degree from an accredited college or university

AND

- At least 5 years of specialized experience is required in managing an agency-wide budget program that includes: overseeing the agency's annual budget, formulation, and execution. Responsibilities include planning, coordinating, implementing, and maintaining the agency's budget; providing financial advice and consultation to agency staff on complex budget matters; developing recommendations for policy changes; performing reconciliations of financial data and resolving complex issues; conducting periodic program evaluations; and serving as a subject matter expert in developing financial management systems.

OR

- At least 7 years of specialized experience is required in managing an agency-wide budget program that includes: overseeing the agency's annual budget, justification, formulation, and execution. Responsibilities include planning, coordinating, implementing, and maintaining the agency's budget; providing financial advice and consultation to agency staff on complex budget matters; developing recommendations for policy changes; performing reconciliations of financial data and resolving complex issues; conducting periodic program evaluations; and serving as a subject matter expert in developing financial management systems.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Economics from an accredited college or university
- Experience in developing solutions using SQL, Dynamic 365, and Power Platform suite of tools (Power Apps, Power Automate, Power BI and Dataverse)

EVALUATION FACTORS

You must have the experience, knowledge, and skills listed in EACH of the evaluation factors. Failure to demonstrate that you meet all the evaluation factor requirements as listed below will result in a score of zero (0), an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the position requirements in your resume.

- Demonstrated experience in performing reconciliations, analyzing information, identifying problems and solutions, and making recommendations for changes related to the federal budget process.
- Demonstrated experience to conduct payroll trend analysis, payroll projections, data modeling, financial forecasting, and possessing strong analytical skills.

- Demonstrated experience to interpret and communicate budget policies, plan and coordinate services, manage resources, forecast trends, and provide expert guidance in budget justification, analytics, and integration.
- Demonstrated experience to effectively communicate both orally and in writing, presenting concise and well-considered suggestions to leadership and other agency personnel.
- Demonstrated experience to independently review, analyze, consolidate, and revise budget estimates, justification statements, and budget execution plans submitted by agency components.
- Advanced skill level in the use of Excel and other tools to create and maintain databases for storing and retrieving financial information efficiently, generating visual reports to understand complex financial data and trends, and utilizing AI tools for predictive analysis to uncover patterns that inform strategic decision-making.

You will no longer be considered for this position if you receive a zero (0) rating on any evaluation factor.

Failure to demonstrate that you meet all evaluation factor requirements will result in a score of zero (0). Upon receipt of a zero score, you will be deemed "not minimally qualified," and you will not be referred for further consideration

Education

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: <https://www.ed.gov/laws-and-policy/higher-education-laws-and-policy/college-accreditation>.

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities. For further information visit: <https://www.ed.gov/about/initiatives/international-affairs>.

Additional information

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025.

Pay is only part of the compensation you will earn working for the USPS OIG. We offer a broad array of benefits programs.

Detailed information about eligibility and enrollment will be provided upon hiring. For more information, visit the Postal Service Health Benefits (PSHB) Program website at <https://www.opm.gov/healthcareinsurance/pshb/#url=Overview>

We offer Health, Dental, Vision, Life and Long-Term Care Insurances with Flexible Spending options as well. For more information about these programs visit:

<https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

Retirement and Thrift Savings. For more information about these programs, see

<https://www.opm.gov/retirement-center/> and www.tsp.gov.

Workplace Programs. USPS OIG offers a range of flexible work schedules, telework, and employee assistance programs.

Leave and Holidays. In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and thirteen (13) to twenty-six (26) paid vacation days each year depending on your years of service.

Fair Labor Standards Act (FLSA) Status: EXEMPT (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

Our agency provides reasonable accommodations for applicants with disabilities. If you require accommodations during any part of the application and/or hiring process, please contact us by sending an email to SupportHiring@uspsoidg.gov. The decision on granting an accommodation request will be made on a case-by-case basis.

How You Will Be Evaluated

You will be evaluated for this vacancy based on how well you meet the qualifications above.

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview.

Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision.

NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible.

Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement. Make sure you include the vacancy announcement number in the subject line when submitting your application package. For information on submitting application packages, please review the 'How to Apply' section. **The announcement number for this vacancy is: IA-25-59A-PC.**

1. **RESUME: Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.

2. **COMPLETE APPLICATION QUESTIONNAIRE: Required.** Download the Application Questionnaire (PDF), complete the form, and include it in the application package.

3. **PERFORMANCE APPRAISAL. Required.** dated within the last 15 months. This is required from all applicants including Federal, USPS, OIG, and private sector employees. If a PERFORMANCE APPRAISAL is not available, you must submit a separate statement with the reason a performance appraisal is not available. Save as "**Performance Appraisal**" document.) **NOTE:** An SF-50 IS NOT acceptable as a performance appraisal.

4. **SF-50: Required, if applicable. If you are or have been a federal employee.** This is to demonstrate tenure and competitive/excepted service for eligibility purposes. (**Required:** Name the file as "**SF-50**" or "**Form 50**").

5. **SUPPORTING DOCUMENTS: Required, if applicable.** Degrees, Certificates, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

How to Apply

To apply for this position, you must submit an application package containing all required documents, e.g., application questionnaire, performance appraisals, SF-50, Veterans' preference documents, transcripts, and/or supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at SupportHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, **August 11, 2025**, to receive consideration.

Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.

For questions on this vacancy announcement, please contact SupportHiring@uspsoig.gov.