

Contact Information: Scott L. Finley

Please enter my comment and these documents into the record pursuant to NRS 241.

My name is Scott Finley.

I am a resident of Washoe County and have a military background in the United States Air Force.

The Audit Committee must include my application that I submitted on April 14<sup>th</sup> to volunteer and serve as a public member on the Audit Committee.

On June 6<sup>th</sup>, the Internal Audit Manager Katelyn Kleidosty, notified me that my qualifications and experience do not meet the specific criteria being sought for this particular appointment.

I would like to apologize to Mrs. Kleidosty as unfortunately, I was not made aware by Commissioner Garcia and her handlers that on May 15<sup>th</sup>, Commissioner Garcia would be bringing forth a proposed change to Washoe County Code Chapter 15 in a weak attempt to disqualify me and have my application pulled. The proposed change to the Washoe County Code had its second reading and was passed by the Board of County Commissioners on May 28<sup>th</sup>.

To make things even more laughable and to further my point, this Audit Committee meeting includes a postdated memo from Mrs. Kleidosty that states the Board of County Commissioners will vote on June 18<sup>th</sup> to change the Audit Committee Charter adding that public members must have a bachelor's degree in accounting, finance, or a closely related field. Mrs. Kleidosty is fully aware that I do not have a bachelor's degree.

Do my qualifications and experience meet the specific criteria being sought for this particular appointment based on the documentation that I provided with my application? Yes. I am qualified to serve on this board because as a former member of the United States Air Force, I served in the Financial Management and Comptroller field. My unique skillset would aid this committee to succeed in its policy requirements in accordance with Washoe County Code.

Mrs. Kleidosty should explain to the Audit Committee why she feels that my military experience is worthless and why she finds it necessary to discriminate against a military veteran. The Financial Management and Comptroller field is an extremely broad field that encompasses everything required under Washoe County Code Chapter 15. Please refer to the Air Force enlisted job descriptions and qualifications paper and my DD214 in your handout.

When Mrs. Kleidosty spoke about the Washoe County Code change, did she fulfill her due diligence by mentioning to Commissioners that this could potentially affect current applicants, allowing Commissioners to make an informed decision? No, she did not.

For these reasons, the Audit Committee must include my application among the pool of applicants.

Thank you!

## Application: Audit Committee (Scott Finley)

From

To Washoe311 <Washoe311@washoecounty.gov>

CC candriola@washoecounty.gov, meclark@washoecounty.gov, ahill@washoecounty.gov, mcgarcia@washoecounty.gov, jherman@washoecounty.gov

Date Sunday, April 14th, 2024 at 10:29 PM

Greetings!

I am submitting my application to serve on the Audit Committee. If you have any questions, I can be reached at this email or the phone number provided below.

Attached is a PDF containing my application, Interest/Qualification, Resume, and Letter of Recommendation.

Thank you for your time and consideration!

Respectfully,  
Scott Finley

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4.21 MB 2 files attached

sfinley-submission-audit-committee.pdf 4.17 MB

image1713158939345 43.41 KB

Washoe County, NV Boards & Commissions  
Application Form

Profile

Scott L Finley  
First Name Middle Initial Last Name

Home [Redacted]  
City [Redacted]

Email Address  
Full-time Student  
Employer Job Title

Alternate Phone

How long have you lived in Washoe County? \*

None Selected 9-years

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes  No

What district do you live in? \*

None Selected District 5 (Commissioner Herman)

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Audit Committee: Not Submitted

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board/commission?

Please see attachment.

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

Please see attachment.

Do you currently serve on any boards/committees or volunteer?

Yes  No

If yes, please list the boards/committees or volunteer programs.

N/A

Please see attached resume

Upload a Resume

N/A

Please attach a letter of recommendation.

Please Agree with the Following Statement

I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

I Agree I certify

### Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*

None Selected

What gender do you identify as? \*

None Selected

Which race/ethnicity best describes you? \*

None Selected

What is your highest level of school completed? If enrolled, highest degree received? \*

None Selected

Some college, no degree

What is your employment status? \*

None Selected

Student

What is your total household income? \*

None Selected

Current or Past Washoe County Leadership Academy (WCLA) participant?

Yes  No

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**Nepotism**

Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

N/A

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

# Scott Finley

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## KEY COMPETENCIES

Analytical  
Adaptability  
Innovative

Communication  
Team Leadership  
Management

Organization  
Problem-solving  
Strategic Planning

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## PROFESSIONAL EXPERIENCE

### Truckee Meadows Community College

Aug 2020 - Present

#### Full-time Student

Pursuing a dual major in Paralegal/Law and Communication Studies.

#### Accomplishments:

- Learning American Sign Language (ASL) as part of Communication Studies degree requirement.
- Served as treasurer on the Business & Entrepreneurship Club and Veterans Club.
- Served as treasurer and vice president on the History & Political Science Club.
- Served as student senator on the Student Government Association.
- Member of National Association of Legal Assistants (NALA) and Sierra Nevada Association of Paralegals (SNAP)
- Member of Reno Elks Lodge #597

### Quality Engineering Solutions

Jul 2014 - Jul 2020

#### Ratings Technician

Analyzed thousands of miles of Automatic Road Analyzer (ARAN) images consisting of roadways.

#### Accomplishments:

- Worked with and trained by professionals employed at Fugro Canada Corp.
- Analysis of highways and roadways resulted in millions of dollars in savings for various DOTs.
- Trained numerous University of Nevada (UNR) engineering students on how to use StreetSaver and various other pavement management softwares.

### United States Air Force

Apr 2009 - Jun 2014

#### Financial Manager & Comptroller Field

Served as an active duty Senior Airmen in the finance career field and was responsible for the oversight of numerous Airmen. Worked at the Air Force Financial Services Center (AFFSC) while stationed at Ellsworth AFB and the Financial Services Office (FSO) while stationed at Maxwell AFB.

#### Accomplishments:

- AFFSC and FSO finance technician that handled permanent changes of station, temporary duty, military pay, separation pay, and deployments, totaling millions of dollars in disbursements.
- Assumed the role of a physical training (PT) leader, leading numerous Airmen in PT.
- Skilled in looking up federal regulations and interpreting them.
- Implemented and oversaw the new LeaveWeb system base-wide for Maxwell AFB.
- Fulfilled the role of a Records Custodian by building and maintaining an Electronics Records Management database.
- Successfully handled and balanced over a million dollars in physical cash while working in the vault on-base as a cashier.
- Operated and oversaw the military pay for foreign military officers attending International Officer School.

## Interest/Qualification

### **Why are you interested in serving on this board/commission?**

I am interested in serving on the Washoe County Audit Committee because I am very passionate about helping my community and believe my unique skillset would aid this committee to succeed in its policy requirements in accordance with Washoe County Code.

### **How do you feel you are qualified to serve on this board?**

I am qualified to serve on this board because as a former member of the United States Air Force, I served in the Financial Management and Comptroller field. During my service, I was responsible in accounting for millions of dollars worth of funding and worked as a cashier in a vault regularly balancing out the end of day accounting of physical and electronic finances. In addition, I will be graduating next month with an Associate's of Paralegal/Law and an Associate's of Communication Studies. Aside from my military background, my college education makes me familiar with finding, reading, and comprehending Washoe County Code, which is important in guaranteeing that the Washoe County Audit Committee succeeds in this policy requirement.

25 February, 2024

Dear Commissioners,

I am writing to recommend Scott Finely as an appointee to the Washoe County Audit Committee. It has been my experience that there are no tasks that Scott will not give his full commitment to seeing succeed. I believe he would be an excellent choice for the Audit Committee as he has a wealth of knowledge concerning financials. As you can see from his resume, he worked in this field for the U.S. Air Force which indicates competency of the highest level.

Not one to rest on his laurels, Scott is pursuing a degree in the legal field which I have no doubt appeals to his sharp, analytical mind. I have personally watched Scott take the very difficult project of Site Coordinator for the recent Presidential Caucus and achieve results beyond expectations. The execution of processes at his site were flawless. His leadership set an example for the other Site Coordinators to aspire to. His efforts allowed me and the Vice-Chair to concentrate on other locations when problems arose.

It is my most firm belief that Scott will exceed your expectations as he has mine. It would be extremely beneficial to have him on your team. He would make a great addition to the Audit Committee. If you need any additional information, please feel free to email me at [chair@washoegop.org](mailto:chair@washoegop.org).

Best regards,

Bruce Parks

Chairman

Washoe County Republican Party

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**From:** Kleidosty, Katelyn R. <KKleidosty@washoecounty.gov>  
**Sent:** Wednesday, June 12, 2024 3:07 PM  
**To:** Scott Finley  
**Cc:** Martensen, Louis J.  
**Subject:** RE: Washoe County Audit Committee Application

Mr. Finley,

We stand by our previous statements that your qualifications and experience do not meet the specific criteria we are seeking for this particular appointment based on the documentation you provided with your application. You cannot be "grandfathered" because the Audit Committee term begins after the Code has been enacted. Being "grandfathered" in would apply to a person who is currently serving when the Code had been updated.

We will not be responding to an additional correspondence regarding this matter.

Respectfully,



**Katelyn Kleidosty**  
**Internal Audit Manager**  
[kkleidosty@washoecounty.gov](mailto:kkleidosty@washoecounty.gov)  
775.830.2550  
1001 E. Ninth St., Bldg. A  
Reno, NV 89512



**From:** Scott Finley  
**Sent:** Tuesday, June 11, 2024 11:08 PM  
**To:** Kleidosty, Katelyn R. <KKleidosty@washoecounty.gov>  
**Cc:** Martensen, Louis J. <LMartensen@washoecounty.gov>  
**Subject:** RE: Washoe County Audit Committee Application

**[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Mrs. Kleidosty,

The barrier to apply for the Audit Committee is the given deadline, April 15th, 2024.

1. Is being a Certified Public Accountant (CPA) a regulatory requirement?
2. Why do you think my qualifications and experience preclude "understanding and experience in generally accepted accounting principles, financial statements, internal accounting controls, auditing financial statements, and audit committee functions" when I have a military background in the Financial Management & Comptroller field?

Again, at a minimum I am grandfathered in and I have no intention of withdrawing my application. As the Audit Committee vets applicants, it is free to vet my application and make a recommendation for the Board of County Commissioners.

Respectfully,  
Scott Finley



On Tuesday, June 11th, 2024 at 11:23 AM, Kleidosty, Katelyn R. <KKleidosty@washoecounty.gov> wrote:

Mr. Finley,

The appointment/selection of the Audit Committee member is being performed after the Washoe County Code ("Code") has been updated. As such, the current Code applies to this appointment/selection. Additionally, there is no barrier to apply for the Audit Committee, therefore anyone can apply. However, the applicants are vetted before the Audit Committee makes a recommendation for the Board of County Commissioner approval.

All the best,



**Katelyn Kleidosty**

**Internal Audit Manager**

[kkleidosty@washoecounty.gov](mailto:kkleidosty@washoecounty.gov)

775.830.2550

1001 E. Ninth St., Bldg. A

Reno, NV 89512



**From:** Scott Finley ·  
**Sent:** Monday, June 10, 2024 8:06 PM  
**To:** Kleidosty, Katelyn R. <KKleidosty@washoecounty.gov>  
**Cc:** Martensen, Louis J. <LMartensen@washoecounty.gov>  
**Subject:** RE: Washoe County Audit Committee Application

**[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Greetings Mrs. Kleidosty,

While I do appreciate your concern, I have no intention of withdrawing my application from the pool of applicants for the Washoe County Audit Committee.

I submitted my application on April 14th (Sunday). The deadline for me to apply was 11:59 p.m. on Monday, April 15, 2024. The Washoe County Code Chapter 15 requirement that you cited did not even exist until May 14th, which it was item #15 on the agenda for the Board of County Commissioners, and adopted as an ordinance on May 28th. As I applied before the deadline and I fulfilled the county's defined requirements prior to adoption of the new requirement, I am grandfathered in.

For these reason, I request that you include my application with the other pool of applicants and keep me updated on when the Board of County Commissioners will be holding a meeting that includes the appointment process so that I will have an opportunity to speak at the meeting and Commissioners can decide whether or not to vote and appoint me onto the Washoe County Audit Committee.

Is it normal that applicants are given a confirmation email that their application has been submitted/rejected almost 2 months later, let alone 1 week after a regulatory change?

Respectfully,

Scott Finley



On Thursday, June 6th, 2024 at 11:06 AM, Kleidosty, Katelyn R.  
<KKleidosty@washoecounty.gov> wrote:

Mr. Finley,

We appreciate your interest in the recent opening for an appointment to the Washoe County Audit Committee. Your application and enthusiasm for the role were duly noted and carefully reviewed.

After a thorough evaluation of all the documentation you provided, it has been determined that, unfortunately, your qualifications and experience do not meet the specific criteria we are seeking for this particular appointment. Washoe County Code Chapter 15 requires all public members to have " understanding and experience in generally accepted accounting principles, financial statements, internal accounting controls, auditing financial statements, and audit committee functions."

We encourage you to continue pursuing opportunities that align with your strengths and experience. Your dedication to contributing to our community is commendable, and there may be future openings with the County where your background and skills will be a better match.

Thank you once again for your interest and for taking the time to apply. We wish you the best in your future endeavors.

Sincerely,



To: Audit Committee Members

From: Katelyn Kleidosty, Internal Audit Manager  
kkleidosty@washoecounty.gov; (775) 830-2550

Date: June 13, 2024

Subject: Washoe County Code Chapter 15 Changes

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Washoe County Code 15.545 (6) requires the Washoe County Audit Committee to come before the Board for approval of the Audit Committee Charter. On May 14, 2024, the Board approved changes to Washoe County Code related to audits. The charter has been changed to correspond to the Code changes.

On June 18, 2024, the Board of County Commissioners (BCC) will vote on the following changes to the Audit Committee Charter:

- Removing the one-year term for a Commissioner, consistent with County Code.
- Explaining that the alternate Commissioner may participate in committee discussions, but may not make motions or vote unless the primary Commissioner is absent.
- Adding that public members must have a bachelor's degree in accounting, finance, or closely related field and at least four years of accounting/audit experience, or an equivalent combination of training and experience.
- Adding that current Washoe County employees are not eligible to sit on the audit committee as a public member.
- Adding that one member will be chair of the committee, and one vice-chair of the committee.
- Stating the audit committee will review the charter biennially rather than periodically.
- Stating that the audit committee will review the County's code of conduct biannually rather than periodically.
- Updated all Finance Director titles to Chief Financial Officer.
- Adding "Generally Accepted Government Auditing Standards (GAGAS)" as a standard the audit committee must comply with including the Code of Ethics and other applicable professional standards.

An updated copy of the Audit Committee Charter will be provided to the Audit Committee Members after the June 18, 2024 BCC meeting.

performed pursuant to subsection 1.

~~5. The audit committee will review the contents of all independent external audits on an annual basis.~~

SECTION 2. Section 15.545 of the Washoe County Code is hereby amended to read as follows:

15.545 Establishment of audit committee; composition; appointment and terms of service; officers; quorum; removal; county manager's responsibilities; charter and code of ethics; frequency of meetings.

1. An audit committee is hereby established. Composition. The committee shall consist of at least three voting members and one non-voting advisory member, as follows:

(a) One voting member will be appointed from the members of the board of county commissioners. An alternate member will also be appointed to serve in the absence of the primary appointee.

(b) At least two additional voting members will be appointed from the public. All public audit committee members shall possess understanding and experience in generally accepted accounting principles, financial statements, internal accounting controls, auditing of financial statements and audit committee functions. All public members shall be independent. They shall not accept any consulting, advisory, or other compensatory fee from the county and shall not be an affiliated person with the county or any subsidiary thereof. Current and former Washoe County employees are not eligible for the audit committee as a public representative.

(c) The county manager will serve as a non-voting advisory member.

(d) The internal auditor will provide staff assistance to the audit committee.

2. Appointment and terms of service. All audit committee members shall be appointed by the board of county commissioners. All public members shall serve four-year terms, which expire on June 30<sup>th</sup> of their respective terms. Public members may serve, with reappointment, a maximum of two consecutive terms. An additional term may be considered for a member's appointment if there are no other interested and qualified applicants.

3. Officers. The audit committee shall elect from among its membership a chair, who shall act as presiding officer at meetings, and a vice-chair, who shall act in the absence of the chair. The chair and vice-chair shall each hold office for one year. It will be the responsibility of the chair, in consultation with the internal auditor, to schedule all meetings of the committee.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.			
1. NAME (Last, First, Middle) <b>FINLEY SCOTT LAPTONAK</b>		2. DEPARTMENT, COMPONENT AND BRANCH <b>AIR FORCE--REGAF</b>	
4a. GRADE, RATE OR RANK <b>SRA</b>		b. PAY GRADE <b>E4</b>	5. DATE OF BIRTH (YYYYMMDD)
7a. PLACE OF ENTRY INTO ACTIVE DUTY <b>JACKSONVILLE FL</b>		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) <b>20170121</b>	
7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) <b>BLACKSHEAR (PIERCE) GA</b>		8. STATION WHERE SEPARATED <b>JBSA RANDOLPH AFB TX</b>	
9a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND <b>42 COMPTROLLER SQ (AET)</b>		9. COMMAND TO WHICH TRANSFERRED <b>ANG, State of Nevada</b>	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) <b>6F051, FINANCIAL MANAGEMENT &amp; COMPTROLLER, 5 YEARS AND 2 MONTHS</b>		10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: <b>\$400,000</b>	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) <b>AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Longevity Service, AF Training Ribbon.</b>		12. RECORD OF SERVICE	
		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) <b>AF BASIC MILITARY TRG, APR 2009; (WQO) FINANCIAL MANAGEMENT AND COMPTROLLER APPRENTICE, JUL 2009; (DIZ) COMPTROLLER CONTINGENCY FAMILIARIZATION BASIC, SEP 2013.</b>	
15a. COMMISSIONED THROUGH SERVICE ACADEMY		YES	X
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)		YES	X
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 100) (If yes, years of commitment)		YES	X
16. DAYS ACCRUED LEAVE PAID <b>0</b>	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES NO <b>X</b>
18. REMARKS Member has not completed first full term of service. Subject to recall to active duty and/or annual screening. <b>NOTHING FOLLOWS</b>			
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.			
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) <b>NV</b> OFFICE OF VETERANS AFFAIRS		X	YES
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)		X	YES
21.a. MEMBER SIGNATURE MEMBER NOT AVAILABLE TO SIGN	b. DATE (YYYYMMDD) <b>N/A</b>	22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) <b>CAC/PKI SIGNED BY SCHMITZ NANCY.L 1138667851 CONTRACTOR, USAF, SEPARATIONS DOCUMENTATION TECHNICIAN Jun 30 2014 6:54:21:000PM CAC Serial Number: 23C243 IssuerCN: DOD CA-29</b>	
		b. DATE (YYYYMMDD) <b>20140630</b>	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION <b>RELEASE FROM ACTIVE DUTY</b>		24. CHARACTER OF SERVICE (Include upgrades) <b>HONORABLE</b>	

## Air Force Enlisted Job Descriptions & Qualifications

FINANCIAL CAREER FIELD (6F) – RAIS CODE: 1083CB RAIS CODE: 43-3051.00

**The Financial Career Field involves:** Receiving, disbursing, and accounting for public funds; appropriation and expense, cost, working capital, and real property accounting, including reporting and analyzing costs of programs and operations; formulating, executing, and analyzing financial programs; and examining and verifying all Air Force financial and management operations.

Collecting, processing, recording, controlling, analyzing, and interpreting special and recurring reports, statistical data, and other information pertaining to personnel, training, supply, aircraft, costs, operations, equipment, facilities, maintenance, organization, programs, progress, and related subjects under conditions ranging from normal operations to actual conflict. It also covers conducting comparative analysis and preparing analytical summaries for use in managing command resources, including personnel, materiel, time, and money.

Excluded from this career field are the functions involved in maintaining supply records and accounting for requesting, receiving, and issuing Air Force equipment and supplies. The following is a complete listing of AFSCs for the Dental Career Field.

### 6F0X1

Financial Management and Comptroller

## Air Force Enlisted Job Descriptions & Qualifications

6F0X1 - FINANCIAL MANAGEMENT AND COMPTROLLER

**Specialty Summary:** Performs, supervises, manages and directs financial management activities. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes financial plans. Related DOD Occupational Subgroup: 541.

**Duties and Responsibilities:** Provides customer service for military and civilian personnel. Interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions for military and civilian personnel. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers. Processes financial pay transactions. Performs follow-up on commitments, outstanding obligations and processes disbursement and collection transactions. Disburses and collects cash. Safeguards cash and negotiable instruments from certified vouchers. Prepares accountability records and reports for domestic and foreign operations. Determines propriety and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Provides customer service and accounting liaison for various installation level organizations, vendors, and the Defense Finance and Accounting Service. Reconciles funding authorities with accounting records.

Schedules, prepares, verifies, and submits financial accounting reports. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force

activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and financial plans, and execution reports. Analyzes financial execution. Identifies and explains variances. Provides budget call instructions to organizations. Prepares narrative justification to support financial requirements.

Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status. Administers the Air Force management control program.

**Specialty Qualifications:**

**Knowledge.** Knowledge is mandatory of: financial management, interpretation and application of federal financial management statutes, Comptroller General decisions, financial management directives, anti-deficiency act procedures, government accounting principles and techniques, Air Force organization, reporting requirements, analysis techniques, accounting systems, financial analysis policies, procedures and regulations, management principles and controls, budgeting principles; visual, oral, and written presentation techniques; Air Force missions, programs, and basic computer applications.

**Education.** For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

**Training.** The following training is mandatory as indicated:

For award of AFSC 6F031, completion of the basic financial management and comptroller course.

For award of AFSC 6F071, completion of the advanced financial management and comptroller course.

**Experience.** The following experience is mandatory for award of the AFSC indicated:

**6F051.** Qualification in and possession of AFSC 6F031. Experience in financial management functional areas such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

**6F071.** Qualification in and possession of AFSC 6F051. Experience in performing or supervising functional areas of financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

**6F091.** Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.

**Other.** The following are mandatory for entry, award, and retention of this AFSC:

No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud.

Never received nonjudicial punishment under the Uniform Code of Military Justices (UCMJ) or been convicted by military courts martial for offenses involving acts of larceny, wrongful appropriation, robbery, burglary, or fraud, as delineated in UCMJ Articles 121, 122, 129, and 132. Note: This job requires a Sensitive Job Code (SJC) of "F."

**Strength Req: G**