

# Business and Finance Jobs

IN THE FEDERAL GOVERNMENT

## Sample Job Profiles

### CONTRACT SPECIALIST, UNITED STATES AIR FORCE

**Salary Range:** \$46,625.00 - \$60,612.00 /year

**Duty Locations:** TINKER AFB, OK

**Job Summary:** Tinker Air Force Base plays a key role in managing and maintaining the sophisticated weapon systems that keep America's air defenses strong. A highly skilled workforce of more than 24,000 work to complete the Air Force mission.

**Major Duties:** The duty of these positions is to accomplish negotiation and other buying functions to support aircraft, equipment and/or other systems. You will provide business advice to the customer and perform all pre-award and post-award functions, using a wide range of contracting methods and types to procure complex and diversified commodities, services and construction.

### FINANCIAL ANALYST, DEPARTMENT OF THE NAVY

**Salary Range:** \$51,630.00 - \$97,333.00 /year

**Duty Locations:** Various locations

**Job Summary:** This position serves as the focal point for the Agency's financial management activities related to Federal Assistance programs.

**Major Duties:** Employee will compile and analyze statistical material and prepare financial management reports for the agency to include weekly, monthly and annual reports which may be submitted to Congress.

Search for jobs at: [USAJOBS.gov](http://USAJOBS.gov)

#### WHAT CAN YOU DO WITH A DEGREE IN BUSINESS?

- ★ Accountants
- ★ Auditors
- ★ Contract Specialists
- ★ Financial Managers and Administrators
- ★ Financial Institution Examiners
- ★ Intelligence Specialists
- ★ Internal Revenue Agents
- ★ Budget Analysts
- ★ Business and Industry Specialists
- ★ Commissary Store Managers
- ★ Internal Revenue Officers
- ★ Miscellaneous Administrative and Programs Specialists
- ★ Quality Assurance Specialists
- ★ Trade Specialists
- ★ Contract Specialists

Find more: [www.usajobs.gov/EI23.asp](http://www.usajobs.gov/EI23.asp)

#### FEDERAL EMPLOYERS CAN HELP YOU REPAY YOUR STUDENT LOANS

- ★ Agencies are authorized to help repay up to \$10,000 of a loan per year, up to \$60,000 total per employee.
- ★ An employee who receives student loan repayments must commit to remaining in the service of the federal government for at least three years.
- ★ In 2008, **35 federal agencies** provided **6,879 employees** with almost **\$51 million** in student loan repayment benefits.

For more information, visit:

<http://www.opm.gov/oca/pay/studentloan>

#### FIND AND APPLY FOR FEDERAL JOBS AND INTERNSHIPS ONLINE

**MakingtheDifference.org** provides valuable information and resources about job and internship opportunities in the federal government. On the site you'll find more information about federal agencies, an overview of the benefits of federal service, a directory of federal internships, "hot jobs" and "cool internships," tips for finding and applying for federal jobs, and much more. Plus, you'll see how federal employees are making the difference every day.

**USAJOBS.gov** is a great place to begin your job search. It is administered by the U.S. Office of Personnel Management, the federal government's human resources agency, and has a regularly updated list of federal job openings. You can also build your resume and learn about the federal jobs that best match your interests.



PARTNERSHIP FOR  
PUBLIC SERVICE

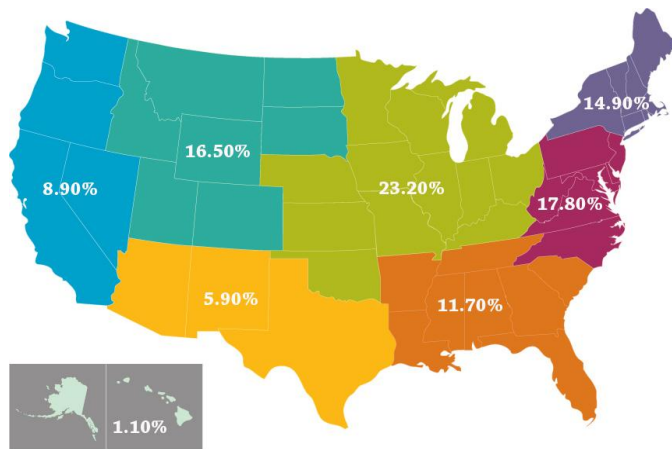
The Partnership for Public Service is a nonpartisan, nonprofit organization that works to revitalize the federal government by inspiring a new generation to serve and by transforming the way government works. [ourpublicservice.org](http://ourpublicservice.org)

It's not just making a living, it's making the difference

# Business and Finance Jobs

IN THE FEDERAL GOVERNMENT

## Business Positions in the Federal Government by Region



Fedscope, 03/10

## Examples of MBA Fellowships

**Presidential Management Fellowship:** Any graduate student entering his or her final year of study is eligible to apply for this two-year program, during which successful applicants will experience a variety of postings within a federal agency. To learn more about this competitive program, visit [www.pmf.opm.gov](http://www.pmf.opm.gov).

### Intelligence Analysis Summer Program:

The National Security Agency's Intelligence Analysis Summer Program offers college upperclassmen and graduate students the opportunity to receive training in a multi-faceted cryptologic discipline that involves research, analysis and the presentation of findings that enable us to provide the fullest possible Signals Intelligence picture to U.S. policymakers, military commanders and other Intelligence Community members. To learn more, visit [http://www.nsa.gov/careers/opportunities\\_4\\_u/students/undergraduate/iasp.shtml](http://www.nsa.gov/careers/opportunities_4_u/students/undergraduate/iasp.shtml).

**Search for internships at:**  
[makingthedifference.org/federalinternships](http://makingthedifference.org/federalinternships)

### WHERE THE JOBS ARE

By fall of 2012, our largest federal agencies project that they will hire nearly 273,000 new workers for "mission-critical" jobs. Business and Industry is one of the top ten hiring areas with almost 11,000 positions projected throughout 20 agencies.

This includes:

- ★ 8,112 tax examination, internal revenue agent, procurement and accountant positions at the Department of Treasury
- ★ 4,576 contractors at the Department of Defense
- ★ 220 accounting and budget positions at the Department of Homeland Security

Download the report at [makingthedifference.org](http://makingthedifference.org).

### AGENCIES WITH BUSINESS AND FINANCE JOBS

Department/Agency	# Positions
Department of Defense	53,355
Department of Agriculture	10,679
Department of Treasury	8,244
Department of Veterans Affairs	3,908
Department of Housing and Urban Development	3,565
Department of Interior	3,223
Department of Health and Human Services	2,109
Department of Homeland Security	2,079
Department of Energy	2,047
Department of Commerce	1,779

Fedscope, 03/10

### TOP BUSINESS AND FINANCE FIELDS

Fields	Current Positions	Projected Hires 2010-2012
Contracting	34,292	7,385
General Business and Industry	33,587	1,008
Internal Revenue Officer	6,304	--
Loan Specialist	4,995	608
Production Control	4,987	--
Purchasing	3,509	--
Realty	3,328	231
Procurement Clerical and Technician	1,708	--

Fedscope, 03/10; *Where the Jobs Are*, 2009

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