

Finance Resource Officer

Work Schedule: Full Time

Salary: \$53,468 – \$94,837

Location: Washington, DC metropolitan area

The CIA's Office of Corporate Businesses represents a diverse, multi-skilled workforce dedicated to providing the full range of financial services, administrative support, and resource management to the CIA. We are looking for self-motivated, bright, forward-leaning individuals who are seeking a unique opportunity to serve their country and to work in a diverse, dynamic, and challenging environment.

As a new Finance Resource Officer, you will be introduced to the Agency by being placed in one of the following entry-level areas:

- Accounts and Liaison
- Central Travel Services
- Component Budget and Finance Offices
- Compensation Group
- Contract Audit and Payment

The purpose of these developmental positions is to provide new careerists with the opportunity to become familiar with the Agency and to receive appropriate training within the Finance arena. It also enables new employees to get acclimated to the arrangements that are required for each position.

Finance Occupation offers the following career progression levels:

Developmental - develops knowledge of generally accepted accounting principles coupled with Agency and Federal accounting regulations and practices. Assignments may include Contract Audit and Payment; Central Travel Services; Compensation Group; Accounts and Liaison; Component Budget and Finance Office; and Banking. These positions require a 5-year contract-term employment agreement. [Contract-Term Agreement](#).

Journeyman - applies knowledge of financial regulations, processes, and budget formulation; supervisory and/or team leading responsibilities. Assignments may be in Component Budget and Finance Offices; Directorate/Agency Budget Staffs; Accounts and Liaison; Policy Group; and domestic and overseas assignments.

Throughout these levels of progression, in addition to obtaining valuable on-the-job training, the Finance Professional will have the opportunity to participate in formal technical and career development courses available internally or through external workshops, seminars, and colleges and universities.

Minimum requirements: Developmental Professionals - Should have at least a BS/BA in accounting or finance, or any business discipline major with an overall 3.0 (on a 4.0 scale) GPA or better, but must have completed a minimum of two accounting courses (6 semester credit hours) with a "B" or better. Related work experience and/or applicable internship experience is a plus. Must have excellent interpersonal skills, strong written and oral communications skills, and a focus on customer service. Good analytic and problem-solving skills are also highly desired.

Please note: We are unable to process your application without all college transcripts showing all grades. Unofficial transcripts for all degrees must be attached to your online application.

Experienced Finance Professionals - In addition to our developmental level professional qualifications, more experienced applicants will have gained substantial direct experience in accounting through positions in industry and/or the US Government. Intelligence Community experience is desired. Advanced degrees in business are advantageous, as is a Certified Public Accountant license.

Salary - competitive and based on qualifications and experience. CIA offers a comprehensive employee benefits program. Developmental level salaries begin at \$53,468. CIA offers a comprehensive employee benefits program. **ALL POSITIONS REQUIRE RELOCATION TO THE WASHINGTON DC METROPOLITAN AREA.**