

DoD SkillBridge Internship
Army Career Skills Program (CSP)
Mission Support Specialist - Finance (GS-09)
U.S. Customs and Border Protection (CBP)
U.S. Border Patrol (USBP) Academy
Office of Training and Development (OTD)
Location: Artesia, New Mexico
Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

IMPORTANT NOTE

This opportunity is OUTSIDE of USAJOBS.gov and **ONLY** open to DoD SkillBridge and Army CSP interns who are **AT LEAST 11 months AWAY** from separation.

LOCATION

U.S. Border Patrol (USBP) Academy
Artesia, New Mexico

MAJOR DUTIES AND RESPONSIBILITIES

The intern assists in providing guidance to U.S. Border Patrol Academy employees, and develops new or modified administrative program work methods, approaches, or procedures for delivering effective customer services. Serves as a point of contact and provides general advice and guidance to other U.S. Border Patrol Academy staff involved in the budget, and financial management process.

Prepares budget reports utilizing various databases and automated systems. Assists in analyzing finance trends and compiles data for analysis by senior staff and manager. Performs basic database queries to conduct analysis of data used in reports requested by management. Generates sector invoices for coordination and processing; reviews invoices for accuracy and maintains and invoice processing database to track and monitor.

Assists in developing budget briefings, project papers, budget status/dash boards and correspondence to finance manager. Collaborates with the Operational Requirements Based Budgeting Process (ORBBP) branch in the development of finance division ORBBP submissions.

Performs as a Government Purchase cardholder; research applicable acquisition policies, directives, and guidance to ensure that requested items to purchase are within the scope of allowable purchase. Creates Internal Recurring Obligations (IRO) within Mission Support Division financial management systems; reviews all certified IRO invoices to ensure correct and accurate billing; forecasts budgetary requirements for IROs during Fiscal Year (FY) budget planning.

Assists the sector travel manager with travel authorization and voucher coordination and approvals; obtains valid funding necessary to complete travel documents in CONCUR; reviews travel authorization and expense reports for all sector personnel;

performs monthly travel card reviews and reports misuse and delinquencies to the Travel Manager.

REQUIRED BASIC SKILLSET

The work consists of compiling, analyzing, summarizing, presenting, and providing advice and recommendation pertaining financial and resource needs, objectives, activities, and accomplishments. These duties involve different, unrelated, but established methods, practices, and techniques, and coordination with a variety of staff throughout the U.S. Border Patrol Academy. Some assignments are ongoing, while others are cyclical and involve periods of intense activity to meet required schedules and deadlines.

Knowledge of general administrative and budget procedures, including staffing, time and attendance, travel and relocation contract, conference planning, etc. Proficient in the use of standard computer tools, (i.e., Microsoft Office) to develop and maintain electronic files, word processing documents, PowerPoint presentations, and spreadsheets. Knowledge of the Operational Requirements Based Budgeting Process (ORBBP) to collaborate with the budget team on staffing, procurement, and travel issues.

Ability to communicate effectively both orally and in writing with all levels of management and employees, and the ability to display well-balanced accurate judgment. Ability to analyze and evaluate information to determine accuracy and make recommendations to improve operations. Ability to become proficient with the CONCUR travel system to run travel reports on monthly, quarterly, and annual travel spending and delinquencies.

HOW TO APPLY

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD SkillBridge – Army CSP - USBP Academy – Mission Support Specialist - Finance (GS-09) – Artesia, NM.**