

## **POSITION DESCRIPTION**

**APPLY TO:** John Kennedy, [jkennedy@hmrtech.com](mailto:jkennedy@hmrtech.com) or Barb Senzig, [bsenzig@hmrtech.com](mailto:bsenzig@hmrtech.com)

**POSITION TITLE:** Financial Manager (Senior)

**LOCATION:** Robins Air Force Base, GA.

**POSITION STATUS:** Full-Time, Exempt, Salaried

**CLEARANCE:** Current SECRET

### **ESSENTIAL AREA OF RESPONSIBILITY:**

- This position provides financial management support to the F-15 Division at Wright-Patterson Air Force Base, OH.
- Provide financial management/comptroller support for the F-15 Division. The major areas of support are cost research, cost estimating, earned value management implementation and analysis, schedule networking, program control integration and analysis, and financial analysis on a wide variety of programs.
- Conduct research and provide inputs to program financial management including budget formulation and management for all phases of the Planning, Programming, Budgeting and Execution process; budget and financial analysis; obligation and expenditure forecasting; funds management, funds status, and funds control techniques and/or systems; and accounting and finance systems and/or procedures. Financial analysis with narrative justification may be required for quick turnaround budget exercises. Funds management includes but is not limited to: research and development, procurement, stock funds, Defense Working Capital Fund, operations, and support funding, unliquidated obligations, baselining, audit, and close-out.
- Perform contract/financial transaction reconciliation and closeout duties. The financial analyst shall assist other financial management personnel with reconciliation and contract closeout support. The contract and financial transaction reconciliation and closeout tasks require the Subcontractor to easily navigate, interpret, analyze, and manipulate data in multiple accounting systems and databases to include, but are not limited to, Comprehensive Cost and Requirements System (CCaRs), Mechanization of Contract Administration Services (MOCAS), Commanders Resource Integration System (CRIS), Electronic Document Access (EDA), Wide Area Work Flow (WAWF), Automated Business Services System (ABSS), Defense Integrated Financial System (DIFS), DSAMS and Case Management Control System (CMCS).
- Assist other financial analysts with the verification of data input accuracy into the various financial/payment systems (i.e., financial and contract data). The Subcontractor shall support other financial analysts with the reconciliation of Defense Finance and Accounting Service data to the CCaRs database (or other government selected financial management databases) in support of maintaining accurate accounting data for financial analysis.
- Research and assist with the development of funds reconciliation based upon data obtained from various Government database systems to include, but are not limited to MOCAS, CRIS, EDA, WAWF, ABSS, DIFS, CMCS, DSAMS and CCaRs. Additional sources of information including local Government finance offices, program offices, and contractor offices will be investigated, and relevant financial/contracts information retrieved where possible. The Subcontractor shall use previously developed software tools which are required to support

analysis of the databases leading to reconciliation of obligations versus expenditures. Tasks also include the analysis of commitments/obligations/expenditures on financial documents and contracts and rectifying these discrepancies.

**MINIMUM QUALIFICATIONS:**

- A Senior labor category has over 10 years of experience and a MA/MS degree, BA/BS Degree may be substituted with additional experience

**Preferred Qualifications:**

- Must be able to effectively communicate with customer and fulfill all duties and responsibilities as listed in the contract.
- Must possess the requisite knowledge, skills, abilities, and experience to be able to self-sufficiently perform all duties and tasks in support of the Directorate or Division missions.
- Must obtain and maintain a government security clearance at the required level.
- Must be proficient in the use of Microsoft Office Applications (Outlook, Word, Excel) and other standard (Customer specified) applications.

**HMRTECH is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for Employment without regard to race/ethnicity, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, genetic information, marital status and disability (including physical or mental disability as well as pregnancy) veteran status or any other status protected by Federal State or local law.**