

FINANCIAL MANAGEMENT ANALYSIS SUPPORT – TECHNICAL WRITING JOB DESCRIPTION

Position Title: Financial Management Analysis Support - Technical Writing
Employment Status: Full-Time, Salaried, Exempt
Location: Falls Church, Virginia
Security Requirements: Secret Security Clearance

POSITION SUMMARY:

Buffalo Horse Inc. is seeking a Financial Management Analyst/Technical Writer to support a key customer within the Pentagon Force Protection Agency (PFPA). The Financial Analyst/Technical Writer will provide support to the PFPA Financial Management Office (FMO). Current tasks performed by the division include, but are not limited to:

- Support services for budget formulation
- Provide futures budget reporting
- Program analysis
- Commercial payments, accounts payable and reconciliations
- Incoming monetary reimbursements
- Prior year account closeout experience of contracts
- Developing financial management Standard Operating Procedures (SOP)
- Developing process maps
- Following agency-specific financial management regulations.

KEY RESPONSIBILITIES:

The employee shall perform services including but not limited to the following:

- Develop written material instructions for PFPA Financial Management Regulation, FM Standard Operating Procedures (Budget Formulation, Budget Execution, Accounting Vendor Pay, Accounting Civilian Pay, Funds Control, financial management operations and system access controls) and Business Rules for the Financial Management Office (FMO), Assistant Directorate Level for Resource Managers, and certain aspects of Human Capital processes as they interface with the FMO
- Produce approximately 110 documents per year, which includes the following:
 - Collect from relevant and available sources all documents related to the fiscal operations for the purpose of creating the SOPs, Business Rules, and updating the PFPA FMR. This is as needed approximately once a week during leased-facility meetings, Congressional briefings when Congress is in session and other meetings.

- Ensure that all documents related to specific tasks are saved in the appropriate FM folder with the correct tracking title IAW with NARA regulations. This occurs on a daily basis multiple times a day.
- Develop spreadsheets to capture and track initiatives for the purpose of determining scope of tasking and deliverables. Spreadsheets will update at a minimum on a weekly basis but are expected to be updated as soon as new tasking and initiatives are issued. This occurs on a weekly basis.
- Develop Power Point presentation based on spreadsheets. Slides will be used to brief senior leadership on the status of PFPA financial management documentation initiatives. Historically, there have been approximately 14 created per year.
- Develop list of tasking and deliverables from meetings for inclusion in status reports. This occurs on a weekly basis from approximately two meetings per week.
- The contractor shall prepare other reports such as the development of the draft OP5's POM25, Exhibit 9B and Fund 14 Exhibits, provide daily update on NDAA status, services hill testimonies, DoD Law Enforcement and OUSD I&S testimonies/updates and provided a summary to the government POC.

Minimum Requirements:

- Bachelor's degree from an accredited university or college supplemented with follow on education and experience specific to technical writing of financial management.
- Secret Security Clearance.
- Minimum of 10 years of experience with researching, writing, and editing technical financial management regulations, policies, standard operation procedures in budget (execution, formulation, and appropriation management) accounting (accounts payable, accounting reconciliation, civilian pay, cost transfers, reconciliation of current and historical financial transactions, and time and attendance), and financial management systems for DOD headquarters (CJCS, Secretary Air Force Financial Management-SAF/FM, Navy Comptroller NAVCOMPT, Army Budget Office ABO), major command (MAJCOM/MACOM, EUCOM, etc.) System command, and unit/base-level organizations.

JOB TYPE:

- Full-time
- Salaried
- Exempt

BENEFITS:

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance
- Voluntary Life Insurance
- Long Term and Short-Term Disability
- 401(k)
- Employee Assistance Program

- Paid Time Off
- Paid Holidays

Buffalo Horse, Inc. is a tribally owned corporation established by the Fort Belknap Indian Community (FBIC) for the purpose of providing contract services to federal, state, and private entities.

Buffalo Horse, Inc.'s goal is to develop a self-sustaining economy for the Aaniiih (Gros Ventre) and Nakoda (Assiniboine) Nations through new businesses, job creation, and resource development.

