

FINANCIAL MANAGEMENT ANALYSIS SUPPORT – CIVILIAN PAY JOB DESCRIPTION

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

POSITION SUMMARY:

Buffalo Horse Inc. is seeking a Financial Analyst/Civilian Pay employee to support a key customer within the Pentagon Force Protection Agency (PFPA). The Financial Analyst/Civilian pay employee 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:

- Provide on-site contractor Civilian Pay Financial Management Analysis support to assist the PFPA FM Officer.
- Produce approximately 20,000 lines of data per year, which includes the following:
 - The contractor shall validate the appropriation cited on the reimbursable documents is valid and appropriate for amount and purpose. This occurs on a daily basis.
 - The contractor shall assist the government Civilian Pay Specialist in preparing cost transfer documents for input to DAI. This occurs on a daily basis.
 - The contractor shall assist the government Civilian Pay Specialist in performing post time and attendance reconciliation for the purpose of ensuring the records are correct and complete. This occurs on a daily basis.

- The contractor shall assist the government with performing bi-weekly payroll validation. Where there are errors or omissions, the contractor shall assist the government with developing corrective documents and cost transfer..
- The contractor shall develop spreadsheets to capture and track civilian payroll activities, time and attendance activities, requests and modifications 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.
- The contractor shall provide to the lead contractor workload data (i.e., number of transactions processed in DA or Defense Civilian Pay System - DCPS or with DFAS, number of responses to requests, number of requests for information issued, etc.) for information to develop Power Point presentation based on workload spreadsheets. Slides will be used to PFFA FM Officer on the status of civilian pay and time and attendance activities. Briefing package will identify any issues which may be an obstacle for the civilian pay and time and attendance reporting. This occurs on a weekly basis.
- The contractor shall record meeting notes for civilian pay and time and attendance. Notes must be presented as executive summary identifying all attendees, topics discussed, tasks, and deliverables. This occurs on a weekly basis from approximately two meetings per week.
- The contractor shall develop list of tasking and deliverables from meetings to inclusion in status reports. This occurs on a weekly basis from approximately two meetings per week.

Minimum Requirements:

- Given the level of complexity of this effort, the Financial Management Analyst Support for Civilian Pay shall have at least 5 years of experience inclusive to Headquarter (HQ) level operations with field level as well as a broad base in an in-depth base in civilian pay and DAI time and attendance, pre and post time and attendance validation experience.
- Bachelor's degree in Business Administration, Accounting, or Finance from an accredited university or college.
- Secret Security Clearance
- Minimum 5 years of experience inclusive to 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 organization as well with a broad base in an in-depth base in civilian pay (reconciliation, adjustments, corrections cost transfers, Defense Civilian Pay System, Defense Civilian Personnel Data System) DAI time and attendance, pre and post time and attendance validation experience
- 3 years' of experience in storing financial records IAW DOD FMR and National Archives and Records Administration (NARA) regulations
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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.

