

Job Title:	Financial Management Specialist	Job Category:	Finance
Job Code:	2010-030-10-003	Location:	World Wide
Level:	Executive	Salary Range:	Negotiable
Travel Required:	Occasional	Position Type:	Full Time
HR Contact:	Shirley Braswell	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	Open & On-Going
Applications Accepted By:			
Email or Fax braswelsrl@bellsouth.net Subject Line: Attention: HR Department RE: Job Code # and Title		Mail: Top Performance Enterprise Post Office Box 10366 Warner Robins, GA 31095	
Job Description			
<p>Requirements: Eight years of specialized experience. Must be a US Citizen Possession of a valid driver's license issued by a state. Ability to pass a drug screen Ability to pass a background check</p> <p>Duties: Performs financial oversight for the program including professional accounting and audit reviews. Prepare a variety of reports and related documents. Ensure compliance with financial management oversight procedures. Performs monthly financial analysis and compares to financial statements, budgets, historical data, congressional adds, AF & FMS goals, and local financial goals. Researches detailed accounting records. Provide timely statistical data/reports/analysis to assist the activity managers in making internal controls and Get Well Plans. Knowledgeable of fiscal law policies and guidelines. Working knowledge and experience with the following software (latest version) are also preferred: Microsoft Word, Excel, Access and Power Point. MUST have knowledge of government contract regulations, travel regulations and financial regulations. Direct experience with financial data systems: accounting systems, such as General Accounting and Finance System (GAFS); financial document routing systems, such as Automated Business Services System (ABSS) and Automated Project Order Form AFMC 181 Tracking System (J025); payment systems, such as Mechanization of Contract Administration Services (MOCAS); document repositories/databases, such as Electronic Document Access(EDA), Integrated Budget Documentation and Execution System (IDECS) and Comprehensive Cost and Requirements System (CCaRS); reconciliation systems, such as Standard Contract Reconciliation (SCRT) and Commanders Resource Integration System (CRIS). Direct knowledge of and experience with Systems Program Office (SPO) financial processes are also preferred.</p> <p>Clearance: A secret clearance is required for this position</p>			
Reviewed By:	Levi Braswell, Chief Operating Officer	Date:	18 August 2010
Approved By:	Shirley Braswell, Chief Executive Officer	Date:	20 August 2010
Last Updated By:		Date/Time:	