



ArcSource Group, Inc. is a certified Woman-Owned Small Business (WOSB) that delivers training, military readiness, and management-related services to DoD and civilian customers. The position of Financial Management Analyst provides hands-on analysis and management of a portfolio of medical service delivery projects in a federal government agency. The portfolio provides healthcare programs to Military Service Members throughout the world.

Clearance: Secret Clearance Required

Desirable:

- DoD financial management experience in a military environment
- Experience in analysis, accounting, internal controls, financial reporting, budget managing, account reconciliation, reporting, and strategic financial planning
- Financial management at the portfolio level

Key Responsibilities/Requirements:

- Perform financial analysis, financial reconciliation between plan and actuals, reporting and presenting recommendations to the portfolio manager
- Produce high-quality deliverables and reports on time and in a fast-paced environment
- Provide customer-focused support such as; knowledge of the portfolio and responses in a timely manner
- Coordinate, facilitate, and consolidate one or more budget data calls, such as; out-year data calls and Program Objective Memorandum (POM)
- Manage BSO level Unfunded Requirement Requests (UFR) calls
- Format executive-level Status of Funds

Preferred Skills and Experience:

- Takes INITIATIVE, FOLLOWS-THRU on tasks, and produces RESULTS
- Knowledge of Department of Defense (DoD) budget and finance tool suites and general ledgers, such as; General Funds Enterprise Business System (GFEBs), Navy Enterprise Resource Planning (NERP), Electronic Document Access (EDA), Defense Travel System (DTS)
- Experience with business feeders
- Advanced level skill and experience MS Office Suite applications such as; Microsoft Excel and Microsoft PowerPoint
- Excellent verbal and written communications skills; ability to communicate with a wide range of personalities
- Excellent organizational skills, and ability to multitask
- Has attention to detail, and ensures to verify for accuracy
- Direct client support experience
- Federal consulting experience
- Able to brief executive summaries
- Knowledge of the transaction lifecycle



Position responsibilities may include:

- Weekly Executive view of Status of Funds reports
- Weekly Project Execution Reports
- Monitoring Execution and preparing recommended courses of action to meet performance metrics
- Annual Planning Figure Change Requests
- Fund Authorization Document (FAD) Requests
- Spend Plan adjustments

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the “Must Have” knowledge, skill, and/or ability.

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; Works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; Able to read and interpret written information.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; Works with integrity and ethically; upholds organizational values.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Working Conditions/Physical Demands:

- Work is performed in a Fully Remote/Telework Environment. While performing the duties of this Job, the employee is regularly required to sit, talk, type, or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms.

Employee Benefits:

- Medical, Dental & Vision Benefits
- Long-Term & Short-Term Disability Insurance, Life Insurance
- Fifteen days Paid-Time-Off and Federal Holidays
- 401k Plan
- Salary dependent on skills and experience



Please contact: careers@arcsourcegroup.com

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.

ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, gender identity, or genetic information.

ArcSource Group participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.