

JOHN C. FINANCIAL

173 Pierce Avenue
Macon, GA 31204
Home: 478-474-7742-2442
Work: 478-742- 2442 • Cell: 478-742-2442
info@careerproplus.com
SSN: 123-12-1234

VACANCY IDENTIFICATION NUMBER: 06-46111
JOB TITLE AND GRADE: Supervisory Financial Specialist, GS-0501-14

PROFILE

Consummate professional with 20 years of expertise in budget and financial management within the Federal Government. Unmatched versatility in the financial arena specializing in budget formulation, justification, presentation, and execution; allotment control; financial systems; internal controls; working capital funds; travel, payroll, obligation authority, and contract management.

FINANCIAL STEWARDSHIP AND LEADERSHIP

- Spearheaded the transfer of the National Council on Disability to the Washington Metropolitan Area Transit Authority Smart Benefits program, resulting in a \$10,000 savings.
 - Developed and implemented strategy to restore/gain agency credibility with the Office of Management and Budget and Congress, resulting in an increase in the FY 2007 budget request of \$400,000.
 - Trained staff members in use of official ledgers and subsidiary records for recording obligations and disbursements to accurately reflect the status of accounts by appropriation, fund source, program and projected allotment, program and reimbursable funding authority.
 - Provided technical advice to NASA Headquarters Chief Financial Officer and the Goddard Space Flight Center Headquarters Accounting Division on complicated accounting transactions.
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PROFESSIONAL EXPERIENCE

Financial Manager, GS-505-14
National Council on Disability

04/24/1999 - Present
Hours/week: 40 - 60

The National Council on Disability (NCD) is an independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families.

- Direct overall financial management of the Agency to include preparation, formulation, presentation and execution of the Agency's budget in support of all NCD program and operating activities.

BUDGET FORMULATION / EXECUTION

- Forward information in written and/or oral format to outline requirements for preparation of budget estimates in sufficient time to allow operating officials to gather appropriate data input.

Announcement 06-46 (MP), Supervisory Financial Specialist, GS-0501-14

- Convey and present draft budget request to operating officials and members of the Finance Committee including past year data and workload statistics, responding to questions in clear, concise and user-friendly language.
- Provide complete and final budget estimates by established deadlines; identify budget changes and demonstrate how these changes may impact agency operations.
- Led draft of the FY 07 budget request with significantly less lead time than in previous fiscal years; budget request was approved by members of the Council with only minor changes and submitted to OMB on schedule.

ACCOUNTING / INTERNAL CONTROL

- Keep agency management abreast of any new OMB directives and memoranda, etc.; make recommendations as to future changes and requirements.
- Perform monthly review, analysis and appropriate preparation of reports necessary to properly control and account for obligations, cost and disbursement of funds.
- Independently analyze the effectiveness of financial policies, procedures, and guidelines.
- Prepared Finance Committee Chair's presentation of updated reports at Executive Committee and Quarterly meetings.
- Prepared a number of financial reports to OMB and the Department of Treasury on behalf of NCD.
- Worked with auditors as well as GSA to ensure that NCD's fiscal year financial records were audited on schedule.

SIGNIFICANT AGENCY CONTRIBUTIONS

- Collaborated with the Director of Policy and the Congressional Liaison to develop and implement a short-term strategy to inform Congressional Staffers of NCD's mission and future needs which resulted in a major increase in appropriation for NCD above the proposed FY 07 budget request.
- Developed and implemented goals and objectives to reduce administrative costs by 10% over a period of four years, resulting in more available funding for mission related activities.
- Analyzed NCD's operational processes from a financial perspective to foster financial discipline and rein in costs in communications, supplies, and procurement; efforts resulted in the reduction in administrative/overhead costs and an increase in the efficiency of processing funds requests, travel vouchers, and vendor contracts.

Systems Accountant, GS-13
Department of Veterans Affairs

01/04/98 - 04/24/1999

LEGISLATIVE, REGULATORY, AND PROCEDURAL REQUIREMENTS

- Independently interpreted, recommended, and implemented in a timely manner program policies and procedures which effectively and consistently reflected the intent of new legislative, regulatory, and procedural requirements, with special emphasis on reacting to new legislative needs.
- Recommended new or revised legislation consistent with program intent and all legislative, regulatory, and procedural requirements.

ACCOUNTING SYSTEMS DESIGN, MONITORING AND ENHANCEMENT

- Designed, developed, tested and implemented new accounting systems in cooperation with other VA and governmental elements by utilizing analytical and meet-and-deal communication skills.

Announcement 06-46 (MP), Supervisory Financial Specialist, GS-0501-14

- Served as a focal point for the Cost Management Information system; interacted with 58 field station points of contact on data collection, testing and implementation of CMIS system.

SIGNIFICANT ACCOMPLISHMENTS

- Developed and executed a strategy to handle tracking and collections of overpayments in Unemployment Compensation to approximately 400 federal employees during a nationwide government furlough.
- Corrected Worker's Compensation account with the Department of Labor after the furlough; efforts resulted in the recovery of funds paid out in error.
- Served as Liaison to Treasury for GOALS, CASHLINK, and OPAC systems

Lead Accountant, GS-0510/13

10/27/95 - 12/31/97

Office of Headquarters Operations/HQ Accounting Division

The Headquarters Business Management Division, Office of Headquarters Operations, provides support for the institutional and programmatic activities of Headquarters and planning and management of corporate operations.

Independently planned and carried out broad and complex assignments in all areas of Headquarters.

ACCOUNTING / INTERNAL CONTROL:

- Served as Lead Accountant In the Headquarters Accounting Branch; Resources, Reimbursables, General Ledger and Reports Section.
- Administered payroll cost accrual and disbursement analysis functions; performed the review, analysis and appropriate accounting entries necessary to properly control and account for the obligation, cost, and disbursement of funds associated with salaries, personal benefits, taxes and military detailees.
- Served as a member of the payroll transition team to provide technical expertise in the areas of accounting for payroll and general ledger.
- Analyzed trends or anomalies in accounting system transactions and their significance to ongoing direct and reimbursable programs or commercial operations.

PROCUREMENT AND CONTRACT PROGRAM ACCOUNTABILITY:

- Managed and coordinated property reporting and accounting for Headquarters Accounting Branch.
- Assessed and accounted for government owned-contractor/grantee held equipment.
- Ensured the validity and propriety of contractor's property accounting systems and NF 1018 reporting.
- Maintained a continuous inventory of contracts requiring NF 1018 reporting and grantees holding government titled property.
- Reconciled Non-Expendable Transactions Report from Headquarters Acquisition Division on a monthly basis; reported any variances or discrepancies.
- Updated capitalized equipment accounts in the general ledger; identified and resolved differences with other NASA installations' property accounts.
- Prepared Personal Property Transfer Voucher for capitalized equipment transfers between NASA Centers.
- Conducted analysis of the NF 1490 Report (Fixed Assets Report).

INDUSTRY CONTACTS / PROFESSIONAL RELATIONSHIPS:

Announcement 06-46 (MP), Supervisory Financial Specialist, GS-0501-14

- Responded to questions on accounting procedures from senior officials in Program and Staff Offices as well as the Office of the Chief Financial Officer.
- Served as the Headquarters representative for special projects and process review teams.
- Met with and advised Agency and Headquarters managers on satisfying regulatory requirements, saving money, reprogramming funds, and improving operations.

TECHNOLOGY:

- Resolved issues and provided advice and assistance in the implementation of system upgrades.
- Participated with GHAD staff in conversion of the Headquarters Accounting System to the Integrated Financial Management Program (IFMP).
- Analyzed specific problem areas arising within accounting systems or operations and determined solutions for an accounting system redesign, modifications to software, or changes to practices and procedures; made recommendations based on these analyses to the HCFO and GHAD.
- Interfaced with systems support personnel and GHAD systems accountant to insure that anomalies in system operations were promptly detected and either corrected or reported.

SUPERVISORY CONTROLS:

- Supervised assigned staff of three ranging from grades 9 to 10 within the General Ledger section; administered leave policies.
- Informally counseled employees on training and development required for career advancement and to meet job standards/requirements.
- Established priorities, assigned work and evaluated collective and individual performance of technicians.

REGULATORY COMPLIANCE:

- Responded to, and advised internal and external management officials and their staffs on issues relating to U.S. Treasury fiscal policies and reporting, agency reporting, and systems requirements.
- Interpreted the intent of legislative and extensive financial management objectives to successfully develop accounting and reporting system requirements that impacted the Agency and the Central Regulatory Agencies of the Federal Government.
- Guidelines consisted of:
 - The NASA Financial Management Manual
 - The Chief Financial Officers Act of 1990
 - Circulars and Bulletins of the Office of Management and Budget
 - Department of Treasury Regulations
 - The GAO Manual and FASAB Regulations
 - Decisions of the Comptroller General, Congressional Legislation, NASA Management Issuances and other technical handbooks.

SIGNIFICANT ACCOMPLISHMENTS

- Developed and executed a strategy to handle tracking and collections of overpayments in Unemployment Compensation benefits to approximately 400 federal employees during a nationwide government furlough.
- Corrected the Workers' Compensation account with the Department of Labor after the furlough; efforts resulted in recovery of funds paid out in error.
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Announcement 06-46 (MP), Supervisory Financial Specialist, GS-0501-14

Accountant, GS-0510-12

03/01/1987 – 10/26/1995

Office of the CFO/Comptroller, Financial Management Division
NASA

- Reconciled all SF 224 transactions to achieve the goal of being 30 days behind the current month for all appropriations, single, multi, and no year appropriations.
- Implemented new accounting modules for the FAST (Financial Accounting System Teleprocessing) system.
- Reconciled NASA Headquarter cash and check deposits.

EDUCATION

College: The George Washington University
Major field(s) of study: Accounting
Type of degree(s) received: MBA

College: Mercer University, Macon, GA
Major field(s) of study: Engineering
Type of degree(s) received: BSE