

13. BASIC FUNCTION OF POSITION

This position is located in the U.S. Naval Medical Research Center-Asia (NMRC-A), Financial Management (FM) Department in Singapore. The FM Department is responsible for financial management support to include budget, accounting, financial reporting, support agreements, internal controls, payroll, manpower, and travel. This position supports the NRMC-A FM Department through performing financial management related work such as financial analysis, accounting, payroll, manpower reporting, support agreement, processing travel authorizations and vouchers.

This position performs account maintenance and accounting support work requiring access and use of accounting systems, familiarity with accounting policies and procedures to examine, verify and reconcile accounts, and to prepare and analyze reports. Accounting work requires the knowledge of standard accounting codes, classifications and terminology, the ability to apply various accounting methods and techniques, and must have knowledge and experience using Standard Accounting and Reporting System Field Level (STARS FL) and Funds Administration and Standardized Document Automation System (FASTDATA). The work of this position involves examination, verification, and maintenance of accounts and accounting data as part of an accounting system; also this position includes technical audit functions, development or installation of revised accounting procedures, and performance of similar quasi-professional accounting work.

This is a standard position description that describes the various duties and responsibilities of financial analysis and technical work is support of accounting, budget, payroll, and other related financial management work.

1. Financial Management/Accounting and Budgeting Formulation and Execution: 50%

- The incumbent serves as the financial management analyst for numerous science and other Department of Defense (DoD) programs with total funding over \$4M; total funding for the Command is over \$13M. Programs include but are not limited to Research Development Training and Evaluation (RDT&E) funding over \$3.6M, Congressional funding (\$2.5M), Global Emerging Infectious Surveillance (GEIS) (\$3.3M); Defense Threat Reduction Agency (DTRA) funding (\$1.6M);, Family Housing (FH) (\$1M), Bachelor Officer Housing (BOH) (\$100K), Funded Environmental and Morale Leave (FEML) (\$100K), Morale, Welfare and Recreation (MWR) (\$5K), Facility Sustainment and Leasing (\$1M).
- Reviews, analyzes and reconciles funding issues related to the Family Housing and Bachelor Housing funding such as leases, contracts, and utility bills, DTRA contracts, Facility Sustainment contracts, travel and FEML, and MWR funding. The incumbent keeps supervisor and program managers informed on status of funds and provides advice on actions needed to preclude any funding crisis or shortfall and to remain within funds allocated.
- Performs budget analysis and administration such as maintaining ledgers, compiling, consolidating, checking, and funding data. Maintains accurate records and keeps a copy of each obligating document. Initiates and answers accounting inquiries, via e-mails or phone calls, resolve issues and coordinate closely with higher headquarters and Defense Finance Accounting Service; keeps supervisor informed and refers difficult issues to supervisor. Work requires knowledge of budget procedures related to budgeting in the Federal Service and practical understanding and skill in the application of administrative rules, regulations and procedures associated with records, reporting, processing, and keeping track of budgetary transactions. Position requires knowledge of Financial Management Regulation (FMR) and DFAS policies and/or procedures pertaining to pay and leave administration.
- Responsible for consolidating research science and management support budget requirements, maintaining and reconciling various accounts and programs to include contracts, travel, housing leases and facility leases and maintenance. Upon receipt of allotments, updates financial phasing plans by elements (salary, travel, supplies, equipment and contracts); work with program managers to reallocate resources down to the object class level in order to control funds.
- Prepares and compiles a variety of narrative and statistical budgetary reports, which address the programs' budget formulation and execution status. Receives approved fund targets for assigned accounts. Allocates funds to individual functional areas based on analysis of activity budget estimates, historical expenditures, projected workload, and approved funding. Reviews and validates obligations, expenditures, reimbursable orders, requests for allotments, etc. by examining accounting records and through continuing dialogue with program supervisor and other financial analysts.
- Performs periodic obligation analysis to identify potential deficit or surplus funds in order to make appropriate adjustments. Monitors budget execution by maintaining records of funding and preparing budget execution reports to include status of funds reports at the object class level.
- Coordinates with the Department of State Housing Embassy Staff to discuss requirements in each expense category such as leases, utilities, maintenance, make ready and one-time appliance and furniture buy-in costs. The incumbent's work involves analyzing of a wide variety of complex multi-funded operating expense vouchers e.g. office and residential maintenance, utilities, leases, telephone, cell phones, education allowances and other miscellaneous payments.
- Inspects and reviews all transactions and payments for legality and accuracy. This includes purchase orders, contracts, travel, and vouchers for payment and transfers between appropriations. Determines correct fiscal data to be charged, enters fiscal data on the appropriate document and initials each to verify to the Comptroller that the funds are available. Controls limitations on sub-object levels for travel, supplies, equipment, salaries, and contracts as required in each program.
- Analyzes of status of funds reports and advises on availability of funds and the need for additional funds. Maintains close contact with program managers to ensure accurate data and tighter funds control; and ensures availability of funds and lines of accounting for various numbers of purchase orders are accurately coded for the Certifying Officer.
- Reviews and validates obligations, expenditures, and requests for allotments by examining accounting records, through continuing dialogue with program managers and their staffs, and by reviewing financial documents. Ensures accuracy of accounting data; job order numbers and makes necessary corrections when balancing and reconciling various accounts and payments in STARS.

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- Performs accounts maintenance and accounting functions requiring knowledge and understanding of accounting systems, policies, and procedures to examine, verify and maintain and reconcile accounts and accounting data; prepares and analyzes accounting reports. Apply in all aspects of work knowledge of accounting systems, standard accounting codes, classifications and terminology and the ability to apply various accounting methods and techniques.

2. Defense Travel Administrator (FDTA).

40%

- As FDTA, incumbent is responsible for managing and supporting the financial aspects of Defense Travel System (DTS) of the Command. The FDTA has fund control responsibility within DTS and is responsible for managing lines of accounting and budgets and ensuring that all financial information remains accurate. Responsible for managing travel data by reconciling DTS and STARS-FL, allocating funds to the appropriate LOAs and budget modules, and ensuring funds availability and de-obligation. This includes managing the lines of accounting and budgets, and ensuring that all DTS financials are accurate and compliant with the applicable financial policies. The FDTA must comply with all local financial policies and procedures for monitoring funds.

- Incumbent must be appointed in writing as an Accountable Official as defined by the DoD Financial Management Regulation (FMR).

- The FDTA is the team leader for travel and acts as a help desk POC for local DTS. Position requires broad knowledge of the JTR, FMR, and Bureau of Medicine Standard Operating Procedures (BUMED SOPs) pertaining to travel, pay and leave administration and the maintenance of accounting data in financial systems.

- Responsible for a variety of financial services including the overview of travel documentation origination entered into the DTS, as well as the maintenance of all official travel related documents and obligations entered into STARS. Also responsible for the review and maintenance of commitments, obligations and expenses as it relates to the clearance of Unmatched Disbursements (UMDs) recorded in STARS.

- Serves as Alternate Activity Program Coordinator (APC) for the Government Card Services and Government Purchase Card Programs. Responsible for the maintenance of accounts authorized for employees, which includes fielding inquiries received from employees on the rules and regulations pertaining to the Government Travel Credit Card (GTCC) Program credit card binding agreement. Duties include the completion and submission of formal applications for the Government credit card; the receipt and processing of applications; verification and any editing of employee account data; termination of travel cards and closure of active accounts of assigned employees upon dismissal, retirement, or separation from the Command, or for any accounts not used in a 12-month period at the immediate supervisor's discretion. Ensures assigned employees are properly in-processed and out-processed under the Agency's hierarchy when required; and receives formal requests for increase in credit limits or review of individual cardholder account information to resolve discrepancies arising from erroneous charges or payments not credited to the cardholders account. Position has access to and the ability to relate sensitive information to the chain of command for determination of appropriate action. If problems persist and corrective actions are necessary which require intervention from a supervisor, ensures situation is elevated to the appropriate point of contact for immediate resolution.

- Analyzes and processes complex multi-funded operating expense vouchers and complex international and local travel authorizations and vouchers claims for all types of temporary additional duty travels for U.S. military and civilian employees to include student education travel, funded environmental and morale leave, and medical travel.

- Incumbent is the liaison between Citibank and all command GTCC cardholders. Also, responsible in monitoring transactions to include activating cardholder account upon arrival to command, as required to perform travel; tracking arriving and departing cardholders to ensure validity of the organization hierarchy and the banks reporting information; documentation of abusive and fraudulent activity; establishing a tickler file for prospective gains; reviewing reports to monitor delinquencies, personal use and/or fraud; and providing supervisor status reports on the travel card program as required.

- Performs research on aged travel obligations and related travel advances and initiates actions for correction and/or resolution.

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3. Customer Service Representative and LE Staff Payroll/Manpower Reporting:

10%

- Serves as Customer Service Representative (CSR) for Standard Labor Data Collection and Distribution Application (SLDCADA) for US civilian personnel. Also responsible for Locally Employed Staff (LES)/Foreign Service National (FSN) payroll administration. This position performs a wide variety of financial support services to ensure that the pay, leave, entitlements and deductions of each member are correct and in accordance with the appropriate documentation as provided by the member. Acts as liaison and adviser between employees, timekeepers, and Defense Finance Accounting Service (DFAS) and DOS payroll offices in Bangkok and Charleston.
- Responsible for a variety of financial services including the overview and technical review of payroll data entered into the Automated Time and Attendance system. Reviews and analyzes time sheets for accuracy and ensure leave, overtime/compensatory requests comply with instruction. Ensures the LES payroll time and attendance computations and payments are accurate; ensures individuals are paid from the correct appropriations and programs. Reviews all payroll vouchers and ensure amount is accurate and charged to the correct job order numbers. Responsible for submitting and inputting of bi-weekly LES Time and Attendance into the WINT&A.
- Resolves payroll related problems and explains resolution to employees. Advises employees on actions they must initiate to effect changes and/or corrections. Receives, maintains, and adjusts individual time, leave and pay accounts for employees. Incumbent audits all records for completeness and conformity to regulatory and statutory requirements at a rate of 25 percent per quarter; and maintains payroll audit records indefinitely. Reviews prior period payroll adjustments for technical accuracy and compliance with policy and regulations.
- Analyzes payroll transaction processing reports; determines causes of error and initiates corrective actions. Analyzes payroll processing reports for invalid transactions, missing time and conversion of hours.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Bachelor degree in Business Administration, Accounting or Finance related field is required.

b. Prior Work Experience:

At least three years performing progressively responsible work of a program/technical/administrative nature with an emphasis on analytical, judgmental, and expository abilities required. At least two of the three years must have been work involving budgeting and/or accounting or the equivalent.

c. Post Entry Training:

Training related to the use of Financial Management computerized database applications systems used to support financial management operations of supported agencies (i.e. STARS, GTCC, GPC, FASTDATA).

d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III (Good Working Knowledge) Writing/Speaking/Reading in English required.

e. Job Knowledge:

Detailed and intensive knowledge of and skill in applying, the principles, practices, precedents, objectives, and methods of DoD FMR and JTR.

Knowledge of the Defense Travel System, Joint Travel Regulation, and BUMED SOPs related to travel processing, review and audit.

Knowledge of many different funding sources and purposes for different appropriations (e.g., O&M DHP, RDT&E, DOS funding, and other Navy funding) as well as normal and special allotments to ensure that Organization programs are financed with the correct source of funds, to monitor the execution of the budget, to analyze trends and to assure objectives are being met.

Knowledge of the financial and supply accounting systems and related documents in order to coordinate the work of team members, locate and analyze data pertaining to the execution of various budget programs, ensure adherence to the Army Management Structure, and identify problems and initiate corrective actions.

Knowledge of the government budget process to apply concepts, methods, and techniques to form, execute, and administer financial management of funds for assigned programs, and compile narrative and statistical data to prepare a variety of reports, studies, fact sheets, memoranda, and presentations on the status of funds.

Broad in-depth practical knowledge of accounting, budget and other financial management technical methods, techniques, precedent cases, and procedures to resolved especially difficult problems.

Knowledge of and the ability to use automated system software capabilities (i.e. Excel, Access, WYPC, etc.) to review, report and process data as required.

f. Skills and Abilities:

A high degree of skill in developing alternative solutions to resolve conflicting goals and objectives, such as increasing workload in an environment of decreasing resources for travel, supplies and equipment.

Skills and ability to use Standard Accounting and Reporting System - Field Level (STARS-FL) and FASTDATA are required. Must be able to relate financial activities (e.g. obligations, liquidations, disbursements, etc.) to financial plans and budgeting requirements for the out-years and compare such with prior year's data. Conversely must be able to relate changes in mission, programs and projects to financial management considerations (e.g. budgeting, planning, fund obligations, etc.) Must be able to analyze issues, relate them to the mission or financial and travel requirements, and explain ramifications to supervisor.

Ability to analyze numerous accounts and determine the need for, and the type of adjustments necessary to reconcile and balance accounts.

Incumbent is expected to plan and work independently in accordance with Standard Operating Procedures and accepted agency practices for accomplishing all travel and financial management related work. Must be competent in MS Office software programs (Outlook, Word, Excel, etc.), with some knowledge of linking and formulation of multiple worksheets.

Must have excellent interpersonal skills; must be adept in articulating complex issues verbally and in writing and in accurately applying multiple agency travel guidance to varying circumstances. Ability to communicate effectively, orally, and in writing, to resolve difficult issues and/or problems, to provide advice and assistance on financial management and accounting matters relevant to DTS, to conduct training and briefings, and to exercise tact and diplomacy in all contacts with higher headquarters travel points of contact, DFAS, and other organizations.

16. POSITION ELEMENTS:

a. Supervision Received:

Works under the supervision of the Financial Manager. The financial management analyst works independently or as a team member in carrying out recurring assignment; including identifying and analyzing data necessary to prepare reports and financial statements. Incumbent selects analytical methods to use in strategies or presenting recommendations and requests to management. The supervisor is informed of issues of potentially controversial or far-reaching implications. The supervisor reviews project upon completion for adherence to procedural instructions, accuracy of interpretation of regulations, clarity, timeliness and attainment of objectives.

b. Supervision Exercised:

N/A.

c. Available Guidelines:

Guidelines include DoD FMR, JTR, STARS-FL, BUMED Resource Management Guide Desk Guide, Standard Operating Procedures, and command policies, regulations and directives. The financial analyst must use judgment in locating, interpreting, and applying the intent of the provisions in the guides to situations that are not specifically covered. Limited guidelines are available for assistance when analyzing procedural deficiencies. The financial analyst advises on and interprets procedural requirements to line managers and staff officials, and may develop supplementary instructions.

d. Exercise of Judgment:

The employee uses judgment to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems. The employee analyzes the results of applying guidelines and recommends changes. These changes may include suggesting modifications to the guidelines themselves, developing control mechanisms, or establishing specific guidance for the handling of documents and information.

Incumbent develops analytical approaches to tackle the issues/problems encountered and determines the nature and types of information required to support the proposed budgetary plans and actions. Completed work is reviewed for effectiveness in meeting budgetary goals and objectives, deadlines, compliance with policies and regulations and compatibility with the program goals. Commitments beyond established limits or unprecedented amounts are referred to the FM with recommendations and background information.

Innovation:

Organizational guidelines consist of policies and regulations. Often these guidelines are stated in general terms and require interpretation in areas where they are vague or lack specificity on implementation. Incumbent exercises initiative and resourcefulness in adapting traditional methods, making interpretations within the framework of these guidelines and applies them accordingly.

e. Authority to Make Commitments:

The incumbent, with direction of the Financial Manager, serves as the financial management analyst for numerous science and other Department of Defense (DoD) programs with total funding over \$4M; total funding for the Command is over \$13M. Programs include but are not limited to Research Development Training and Evaluation (RDT&E) funding over \$3.6M, Congressional funding (\$2.5M), Global Emerging Infectious Surveillance (GEIS) (\$3.3M); Defense Threat Reduction Agency (DTRA) funding (\$1.6M);, Family Housing (FH) (\$1M), Bachelor Officer Housing (BOH) (\$100K), Funded Environmental and Morale Leave (FEML) (\$100K), Morale, Welfare and Recreation (MWR) (\$5K), Facility Sustainment and Leasing (\$1M).

f. Nature, Level, and Purpose of Contacts:

Internal -- NMRC-A Research Program Managers, staff to discuss complex travel, financial reports, and accounting issues and also to obtain, clarify or give information. Financial discussions are conducted to gain acceptance of analyses and recommendations concerning proposed changes in the travel operations, budgets or procedures and to present and explain budget guidance, analyses, proposed redistribution, internal and external audit actions.

External (US Embassy and other US military agencies) - Communicates with Financial Specialists, Budget Officers/Analysts from higher headquarters; DOS Singapore Financial Management Office; DFAS; other Navy Commands and Activities in Sembawang to gather, analyze, and compile financial data to provide financial advisory services and to convey financial information in a variety of written forms such as cost and budget reports.

Complexity:

The financial analyst's responsibilities involve a wide variety of analytical and technical functions for major programs and support activities. Work requires identification and analysis if change in policies, regulations, constraints, objectives, and financial impacts. Incumbent researches, identifies, and analyzes trends in financial programs.

g. Time Expected to Reach Full Performance Level:

12 months for effective performance of full range of duties.