Global Validation Services, LLC is seeking to fill a Fund Distribution Financial Analyst for Cornado, CA.

Job Title: Fund Distribution Financial Analyst

Clearance: SECRET

Employee Type: Full Time

Percentage of Travel: None

 Location: Commander Naval Special Warfare Center (COMNAVSPECWARCEN), Naval Amphibious Base, Coronado, CA.

Job Overview:

The primary purpose and responsibly of the Fund Distribution Financial Analyst are to assist government employees with the full scope of appropriated funds; budget, distribution, control, and reporting for Naval Special Warfare (NSW) enterprise. All resources will be distributed via the Program Budget Accounting System (PBAS), Electronic Funds Distribution (EFD), Consolidated Financial Management System Consolidated (CFMS-C), Standard Accounting Budgeting Reporting System (SABRS), and Navy ERP. Each system will be used to distribute, monitor, and extract data in support of trend analysis, forecast analysis, reporting, and decision support. Appropriated funds will be Operations and Maintenance (O&M), Supplemental (i.e. Oversea Contingency Operations (OCO), CARES Act, Disaster Relief, Baseline

Position Description:

- Data Entry, Data Extraction, Records Maintenance, and Reconciliation
  - The contractor shall conduct actuate data entry into official financial systems, internal trackers, and other required documents or systems related to accomplish the assigned tasks.
  - The contractor shall, with concurrence, construct financial string of data to establish appropriate financial information pointers within the official accounting system via official templates provided by system owners.
  - The contractor shall extract data, daily, from official financial

systems and internal trackers to collect and compare.

- The contractor shall ensure all financial data comply to the USSOCOM DFAS 7097 report.
- The contractor shall ensure provide record maintenance is adhered too, by saving all official documents to the Share Drive, SharePoint, or uploaded to the proper system (e.g. HP TRIM, SIPR, NIPR).
- The contractor shall conduct reconciliation of any imbalance of financial systems and trackers.
- The contractor shall provide N711 Funds Control status updates, until complete, on any reconciliation conducted.
- The contractor shall adhere to all classification marking on established and draft documents.
- The contractor shall provide other assistance in direct or indirect support of accomplishing Data Entry, Extraction, Maintenance, and Reconciliation requirement.

- Trend and Forecast Analysis
  - The contractor shall conduct trend analysis by gathering, collecting, and comparing historical data. This collection data will be used to compare funds distribution history and trends, and historical trends.
  - The contractor shall only store data gathered, collected, and compared on NSW provided N71 Share Drive and/or SharePoint (NIPR or SIPR).
  - The contractor shall convert all gathered, collected, and compared into information that will aid in decision making my NSW management.
  - The contractor shall provide forecast and projection on the applicable data gathered, collected, and compared.
  - The contractor shall provide recommendations or keynotes pertaining to the trend analysis and/or forecast analysis.
  - The contractor must have proficient skills in Microsoft Excel.
  - The contractor shall provide other assistance in direct or indirect support of accomplishing Trend and Forecast Analysis requirement.

- Financial Reporting
  - The contractor shall provide daily financial status reports to the N711 Funds Control.
  - The contractor shall provide start and middle of month Oversea Contingency Operation (OCO) execution reports to N711 Funds Control.
  - The contractor shall provide start and middle of month Exercise report to N711 Funds Control.
  - The contractor shall provide start and middle of month Military Construction and Procurement reports to N711 Funds Control.

- The contractor shall aid N711 Funds Control on other financial reports and data calls as needed.
- The contractor shall aid N71 Budget Department on other financial reports and data calls as needed.
- The contractor shall provide narratives to updates and change in report statuses.
- The contractor shall assist in making budgetary presentations to management, operating officials, and subordinate command financial personnel, representing N711 Funds Control to impart information and support recommendations.
- The contractor shall assist in defending budgetary estimates, answering questions, and providing clarification.
- The contractor shall assist in defending budgetary estimates, certified obligations, responding to "Request for Information" (RFI), and providing clarification as required.
- The contractor shall provide other assistance in direct or indirect support of accomplishing Financial Reporting requirement.

- Funds Distribution
  - The contractor shall review to concur or reject Funds Request via the N71 Budget Funds Request portal.
  - The contractor shall create business feeder system authority distribution document (e.g. CFMS-C Decision Sheets or FASTDATA RC Adjustments), route for approval, and generate.
  - The contractor shall create Funds Authorization Documents (FAD) within EFD then route for approval.
  - The contractor shall ensure funds are balance amongst all financial systems and tracker before the close of business, no later than, 1700PST.
  - The contractor shall follow distribution plans approved by N7 Comptroller, N71 Budget Officer, and N711 Funds Control Supervisor.
  - The contractor shall comply with DoD Financial Management Regulations.
  - The contractor shall provide other assistance in direct or indirect support of accomplishing Funds Distribution requirement.

- Desktop Procedure Documenting
  - The contractor shall document N711 Funds Control internal business process.
  - The contractor shall submit one completed draft to N711 Funds Control.
  - The contractor shall provide support on business process improvement projects it directly relates to Funds Distribution, Financial Reporting, Analysis, and Data.

General Requirements: All Contractor personnel shall meet the basic requirements below.

- Possess a valid state driver's license.
- Be able to operate a Personal Computer (PC) with common/standard business software programs. Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.
- Be able to communicate clearly and effectively with others, both verbally and in writing.
- Enter data into multiple databases accurately.
- Possess a SECRET Security Clearance.

Qualifications:

- Program/Project Management, SOF & Experience (desired)
- Level II Intermediate - a Bachelor's Degree (Master's Degree is preferred) in a related discipline and 10-years of experience in the field of work.

About GVS:
Our team brings expert knowledge of program management services specializing in Intelligence, Operations, SOF, Contracting and Data Science. Our compensation package includes a competitive salary and benefits package, along with a dynamic corporate culture and supportive team environment.

Consideration will be given to those resumes reflecting all requirements and tasks. If you meet the qualifications, please submit your Resume. Go to www.globalvalidationservices.net and click on Careers Tab. We will respond accordingly.

GLOBAL Validation Services is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or protected Veteran status.