

**Job Title: Financial Management Support**

**Minimum Clearance:** SECRET

**Employee Type:** Part Time

**Percentage of Travel Required:** None

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

**Job Overview:**

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1. The Contractor shall provide all personnel and management necessary to perform support services to the standards and the specifications contained in this Performance Work Statement.
2. This requirement includes support in the areas of financial management analysis to include Key Performance Indicators Unmatched Disbursement (UMD) Reduction, Financial Data Cleansing and Metrics, and Internal Audit Sustainment and Testing.

**As a Global Validation Services (GVS) Financial Management Duties will include:**

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1. Compile Key Performance Indicator (KPI) data from various sources (NSWC N72 Portal, SABRS or in SABRS Management Analytics Tool (SMARTS) in support of Navy FMB metric goal, such as 12% annual UMD reduction
2. Prepare daily/weekly recurring Consolidated Key Performance Indicator (KPI) Metrics for COMNAVSPECWARCEN delivered in an electronic mail
3. Assist with COMNAVSPECWARCEN Navy SABRS Migration Data Cleansing Preparation due to the compressed timeline with migration.
4. Reduce the number of records that will be migrated to new financial system
5. Perform closing/de-obligation obsolete transactional records.
6. Ensure vendor/customer/ material Key Supporting Documentation (KSD) exist on all transaction that require them.
7. Support the COMNAVSPECWARCEN Financial Management Internal Review Program (IRP)
8. Perform quarterly testing and evaluation of business segments to determine whether necessary Key Supporting Documentation (KSDs) and controls are

in place and producing intended results using guidance in internal and external references (ie. GAO-14-704G, Standards for Internal Control in the Federal Government, and OMB Circular A-123, management's Responsibility for Internal Control)

9. Key business segments: (include Contract Vendor Pay, Civilian Pay, Reimbursable Work Order Grantor, Reimbursable Work Order Performer, Transportation of People, Transportation of Things, MILSTRIP-Material, MILSTRIP-Fuel, Government Purchase Card, General Equipment)
10. Conduct reviews and revisions for Delegation/Letter of Authority (DOAs) per SECNAVINST 7000.27C.

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1. Conduct Reviews and Updates of Systems Access Listings for Financial Systems for User Validation and Training Requirements/Certifications.
2. Monthly Progress Reports: The contractor shall submit a monthly progress report to the COR. The Monthly Progress report shall be broken out by FTE and shall include, but is not limited to; a summary of tasks accomplished, any travel performed, any issues encountered, and any other pertinent information. The Monthly Progress Report shall also include a spreadsheet that breaks out FTE hours by general support category, to be used by NSW for internal reporting purposes. This spreadsheet will be provided to the contractor at the post-award conference. (D001)
3. Confirmation of Certification and Licensing of Contractor Employees. Documentation providing proof of licensing/certification is required to be provided to Contracting Officer's Representative (COR) within 10 days of contract award, new hire update/refresh/requalification, or requested by the COR for quality assurance as applicable.
4. Training: The contractor shall provide required training for employees to meet the performance requirements of the contract. It is expected that the Contractor, as part of the performance of this task order, will be required to take specified Government furnished training (e.g. Active Shooter Training). The Contractor may perform these required training as part of the performance of this contract.

#### **Qualifications:**

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1. Level I Entry- a Bachelor's Degree in a related discipline and 5-years of experience in the field of work.

2. The FTE shall have experience using Standard Accounting, Budget, and Reporting System (SABRS) and Command Financial Management System (CFMS)
3. Desired: The FTE will have experience using systems such as, RSUPPLY, Defense Travel System (DTS), Standard Labor Data Collection and Distribution Application (SLDCADA), Defense Civilian Pay System (DCPS), Defense Agencies Initiative (DAI)

**About GVS:**

Our team brings expert knowledge of program management services specializing in Search and Rescue, Intelligence, Operations, and Logistics. If you meet the qualifications, please submit your Resume. Go to [www.globalvalidationservices.net](http://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.