



ArcSource Group, Inc. is a certified SBA 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB) that delivers training and management related services to federal and commercial clients. We are seeking a **Financial Management Analyst** for a federal agency Portfolio Management Office providing direct healthcare programs to Service members. This position reports to our company site in Fairfax, Virginia. Some local travel may be required.

Candidate MUST have: ACTIVE Secret Clearance

Preferred:

- DoD financial management experience in a military environment
- Certified DoD Financial Manager (CDFM) a plus
- Experience in, analysis, accounting, internal controls, financial reporting, business process improvement, budget managing, account reconciliation, and strategic financial planning.
- Financial management at the portfolio level
- Military Service a plus

Key Responsibilities/Requirements:

- Work as part of a team supporting the Senior Financial Management Analyst with all Budget and Financial Management aspects of reporting, financial analysis, financial reconciliation between plan and actuals, and presenting recommendations to the customer.
- Experience with Defense and/or Healthcare programs or initiatives
- Ability to produce high quality deliverables on time.
- Leading/Coordinating/Facilitating one or more budget data calls for portfolios and consolidating budget "builds" annually
- Experience in developing, implementing, or managing budget and financial management policy within an organization.

Preferred Skills and Experience:

- Takes INITIATIVE, FOLLOWS-THRU on tasks and produces RESULTS
- Knowledge of DoD budget and finance tool suites – DoD SMART and BAERS
- Advanced level skill and experience with Microsoft Excel
- Excellent verbal and written communications skills; ability to communicate with wide range of personalities
- Excellent organizational skills and ability to multi task; high customer service focus with attention to detail, accuracy, and on-time delivery
- Direct client support experience



- Federal consulting experience
- Proficient in the entire MS Office suite

Position responsibilities may include:

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

Education and/or Experience REQUIRED:

- Bachelor's degree in Finance, Accounting or similar discipline
- 4-8 years of consecutive experience in budget and financial management

Employee Benefits:

- 401k
- Medical, Dental, & Vision Benefits
- Training
- Long Term & Short Term Disability
- Life Insurance
- 3 weeks PTO + Holidays
- Salary dependent on skills and experience

Working Conditions/Physical Demands:

- Work is performed at the client site in Falls Church, VA.

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, or genetic information.