



**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 **Senior Financial Management Analyst** to provide hands-on leadership to a small team of financial analysts that monitor and report on a portfolio of medical service delivery projects in a federal government agency. The portfolio provides healthcare programs to Military Service Members throughout the world. The position will report to the client site in Fairfax, VA.

**Candidate MUST have:**

- ACTIVE Secret Clearance
- Current Certified Defense Financial Manager (CDFM) certification

**Desirable:**

- DoD financial management experience in a military environment
- Experience in analysis, accounting, internal controls, financial reporting, budget managing, account reconciliation, reporting and strategic financial planning
- Financial management at the portfolio level
- Military Service a plus

**Key Responsibilities/Requirements:**

- Lead a small team of financial analysts to conduct financial analysis, financial reconciliation between plan and actuals, reporting and presenting recommendations to the portfolio manager
- Ability to produce high quality deliverables and reports on time
- Leading, coordinating and facilitating one or more budget data calls 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 Department of Defense (DoD) budget and finance tool suites – DoD SMART, BAERS and GFEBs
- 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 courses of action to meet performance metrics

**Education and/or Experience:**

- Bachelor's degree in Finance, Accounting or similar discipline
- At least 6 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.

**Please contact:** [careers@arcsourcegroup.com](mailto:careers@arcsourcegroup.com)

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*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.*