
Announcement #, Supervisory Financial Specialist, GS-0501-14

Knowledge of generally accepted accounting standards and principles, accounting concepts and fiscal procedures.

Throughout my 20+ years with the Federal government, I have obtained a sophisticated and contemporary grasp of not only generally accepted accounting standards and principles, but the specific Federal government financial and accounting structures including budget formulation, execution, the legislative process for authorization and appropriation, accounting, reporting of obligations and outlay, financial analysis and presentation procedures, and financial mechanisms. As a Federal employee entrusted with the accurate and ethical and management of public funds, I take very seriously my responsibility to use timely, reliable, and comprehensive financial information when making decisions which have an impact on citizens' lives and livelihood. I follow an established leadership structure that provides for long-range planning, requires audited financial statements, and strengthens accountability reporting. Because of this awesome responsibility, I studied, learned and developed a comprehensive understanding of general financial and accounting structures, financial and program management regulations, policies, objectives, concepts, as well as the techniques of the Federal Government and Congress and am familiar with all legislative fiscal restrictions affecting agency operations, including The Chief Financial Officers (CFO) Act of 1990 (Public Law 101-576). In addition, I interpret the XXX Financial Manual, Treasury Financial Manual, Comptroller General Decisions, OMB circulars, as their policies apply to operations within the agency.

These skills have been obtained through a career in which I have held positions of increasing responsibility as I progressed to my current position as a GS-14 Financial Manager where I oversee and examine financial systems for the XXX. I provide expert advice and guidance on the interpretation of all aspects of the Congressional legislation, regulatory directives, and procedural requirements formulation, justification, presentation, and execution of the assigned XXX Programs. I constantly review, study, and interpret Congressional legislation including the preparation of narrative and other statistical justification in support of budget requests, preparation of testimony and/or supporting data for XXX officials scheduled to appear before Congressional appropriations committees, responding to Congressional budgetary questions, and realigning XXX's programs to conform to Congressional directives. Part of my duties include serving as a principal advisor to the Chief Financial Officer on all matters relating to accounting, programming, budgeting, and managerial financial reporting.

I oversee a comprehensive financial and budgetary performance review program and continuously compile information on planned changes in overall policy and practices and the effects they will have upon established budgets, the integrity of funds, the rate and balance of obligations and expenditure, and the correlation of program schedules with related budgets. I negotiate funding requirements to meet programmed operational commitments while interpreting financial trends and take responsibility for the formulation and/or revision and dissemination of all accounting, budget review, and financial reporting policies, procedures, and guidelines.

In my current position as Financial Officer of the XXX, I have taken various external training courses to enhance my knowledge base of federal financial regulations. Several courses have enabled me to better implement federal regulations and policies within the division. These courses are: SF224 Update Seminar; Implications of Federal Appropriations Law; Advanced Appropriations Law; Understanding and Using the Standard General Ledger; Reconciling Differences; and Fundamentals of Cash Management.

As Financial Manager of XXX, I have developed and implemented procedures governing all aspects of operations and reporting. The XXX financial manual is the result of my efforts to bring a coordinated and disciplined approach to financial operations at XXX. My efforts have resulted in a better understanding by staff of the roles and responsibilities each plays in the process of financial operations. This has also resulted in three years of unqualified audit opinions.

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Skill in written and verbal communication with internal staff and external organizations.

To be a successful manager of an organization, one must have the ability to effectively and authoritatively direct and influence the actions and behavior of others in order for organizational goals to be achieved. I am an excellent communicator and highly skilled in interpersonal relations. For the six years I have managed a staff fluctuating in size between X and XX personnel. As a leader, I respond appropriately to the situation at hand and to the needs and expectations of those involved. In order to be effective, I have developed a keen insight into my industry and my business environment. I realize the work force is changing, and I make consistent, fundamental changes in my own attitudes and approaches in order to lead others effectively. I see myself as a facilitator, not an order giver. I am sensitive to the needs of my staff, because true sensitivity motivates employees. I take the time to identify employee needs because when an employee understands that he/she will achieve by helping the agency to achieve, he/she will reward the company with commitment, loyalty and productivity, a win-win situation for all. I treat all employees with respect and develop relationships based upon trust, mutual commitment and honesty. I encourage diversity in the workplace in both hiring and promotion practices and I value performance and excellence in the workforce. As a manager, I emphasize that our departmental performance is only as good as the people who comprise the team. I believe each individual is a stronger performer and better employee through working with the group as a whole and I encourage deep respect of fellow employees throughout all levels of the organization.

In my position as Financial Manager, I am in communication daily with the XXX Director of Policy, weekly with the XXX Finance Committee, monthly with the XXX Executive Committee and others on an as needed basis. I provide funds status and budget updates to the appropriate individuals and committees regularly on XXX financial operations. I also communicate with GSA Heartland Finance Center on a regular basis as to support services provided by GSA in Payroll and Accounting. This communication affords timely and accurate resolution to time sensitive activities, errors, and or adjustments to financial operations. For example, one major error occurred in which incorrect data was entered into the Pegasys accounting system and caused XXX to be \$2.5 million in the red in appropriations. I discovered this and through my knowledge and previous contact, was able to quickly notify the finance center to correct this error. I also have regular communication with XXX's OMB resource analyst. I have open communication with the resource analyst about XXX's budget priorities and on apportionment/reapportionment requirements. I also am in touch with the congressional staff that oversees XXX's budget in Congress.

As Lead Accountant in XXXX's General Ledger section, I communicated with mid-level and senior officials of the Treasury Department, Department of Defense, State Department, US embassies abroad, and a sampling of public and private organizations. These communicative efforts were to resolve deposit, disbursement and collection differences that were central to my General Ledger functions. I briefed mid-level and senior officials of the Treasury Department, Department of Defense, State Department, US embassies abroad and a sampling of public and private organizations on resolving deposit, disbursement and collection differences. I was designated as representative to the Treasury Department on behalf of the Government On-Line Accounting Link System. In this capacity, I promulgated XXXX Headquarters' needs and recommendations for enhancements and improvements. In addition I represented the division during policy meetings and acted in the absence of the division director, providing feedback to the division director both orally and via written correspondence to update him on my actions. While at XXXX, I also served as the Primary Systems Accountant; I prepared and submitted written requirements to XXXX Headquarters programming support staff. As a result of said submission, defining system requirements benefited the division two-fold: data integrity and reporting accuracy had been sustained; and the requirement set forth in Treasury Financial Manual I-TFM 2-3300: Reports of Agencies for which the Treasury Disburses (Transmittal Letter No. 569) had been satisfied.

Earlier in my career, as a System Accountant with the Veterans Benefits Administration, I served as one of the focal points for the VBA's Cost Management Information system. I interacted with 58 field station points of contact, on data collection, testing and implementation of the system (CMIS). The first phase of building the structure was completed and I served as the application expert for the system and coordinator of data with the DATA Warehouse Group.

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Skill in project management in financial operations.

The XXX is an independent federal agency making recommendations to the President and Congress to (rest of sentence deleted for privacy). I accurately and consistently provide technical support and advice on a broad range of financial areas including, budget formulation, justification, presentation, and execution; development, implementation, and evaluation of all financial management policies and procedures; financial analysis and decision-making; management of accounting, travel, payroll, and fiscal support to the Agency; submission of proper documentation for funding and procurement; and provision of funds status reports on obligations and expenses to the Finance Committee and the Council as a whole. I have been recognized for my expertise in planning and directing financial programs, policy development, and projects and my ability to provide oversight and advice in the overall financial arena.

Included in my position as Financial Manager at XXX is the requirement that I also serve as the IT manager. I have managed two complete overhauls of XXX's IT system. Each upgrade has resulted in more services and reliable operational capabilities. The staff can now use services from home to telecommute, as the archival capacity of XXX servers is much greater than previously, and wireless services are available within the office. I have ensured XXX has the latest traditional software and the latest available disability accommodation software for use by all staff. The progressiveness of capabilities allows the staff to be mobile and agile in the performance of the mission of the agency.

In my former position as Lead Accountant in the General Ledger section (XXXX), I provided guidance and training on present and forthcoming assignments and projects. I periodically assigned tasks and oversaw the integrity and completion of work. This promoted the efficient operation of the division, ensured that I stayed abreast of accounting procedures, policies, and regulations, and afforded the junior members of the staff an opportunity to gain essential knowledge of those procedures that governed the financial operations within the accounting environment. I consistently interpreted and implemented established accounting operational procedures related to overall functionality of the department. These procedures were implemented daily in operating the General Ledger section of accounting and performing the fiduciary duties assigned in disbursement, collection and reporting of funds controlled by XXXX Headquarters. All accounting/payroll data was processed through an on-line real-time accounting system that was accessed through a personal computer interface. I used various applications to control funds, generate internal and external reports and interface with other organizations. I reconciled on a continuing basis all general ledger and/or deposit fund accounts, the SF224 Reporting System, the On-line Payment and Collection System, and the CASH-LINK System. Financial reports on payroll, taxes, retirements, allotments, disbursements and other accounting cycle reports are analyzed for accuracy.

I analyzed, reconciled and reviewed financial reports and systems affecting the Jet Propulsion Laboratory, a XXXX installation managed by The California Institute of Technology. Quarterly I evaluated JPL's management of funding, accounting data, property and systems interfaces. This evaluation was a subset of the aggregate contract evaluation that determined California Institute of Technology's rating for bonuses. Periodically, I conducted on-site visits to JPL to ensure accounting operations were in compliance with XXXX Financial Management Manual guidelines. I forwarded recommendations based on the review of operations to management for concurrence and overall implementation.

Numerous projects had to be managed in conjunction with day to day operations. I completed a project relating to unliquidated budget authority for loaned military personnel. I researched and identified obligated funds that were no longer necessary for payment of bills in past fiscal years. The outcome was de-obligation of \$95,000 in authority at XXXX Headquarters and thousands of dollars across the agency. Also, in relation to this project, I persuaded the military services to become current on billing for personnel loaned to The National Aeronautics and Space Administration. This project served the entire agency, for I was the focal point for the ten centers within XXXX on reimbursable military personnel. I also performed lead functions in auditing the overtime system of divisions, the upgrading of payroll accounting system functions and the transfer and consolidation of HQS payroll function to the field.

In another example, I worked with the Birmingham Financial Center and Treasury Financial Management Service on the implementation of the Treasury Offset Program at XXXX Headquarters. I directed the staff in the accounting division to press our efforts to attain 100% compliance on tax identification numbers (TINS) and increased use of the Automated Clearing House (ACH) payment method. I promoted these initiatives to increase the division efficiency in gathering

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financial data, payroll streamlining, making payments and preparation of the XXXX Headquarters Center financial statements.

In my System Accountant role, I coordinated and implemented projects with the Treasury Department, XXXX Headquarters computer support personnel and accounting division staff. All systems had internal control components which I evaluated for accuracy of system data and daily operations. I identified deficiencies or anomalies and designed modifications to correct problems arising from system malfunctions. I redesigned the structure for handling column placement of financial data on the automated SF224 system. This change satisfied the compliance issue mandated by the Treasury Financial Manual by the April 1, 1997 deadline. I also redesigned the status of program authority report at XXXX Headquarters. This redesign afforded a shorter turnaround window in my approval or disapproval of allotment withdrawals and corrections of funding errors between the division and the budget office at XXXX Headquarters. Also, I participated in the effort to implement a new business management system at XXXX Agency. I contributed to requirements gathering and flowcharting operations in an effort to acquire one system for the entire agency.