

Job title	<i>Navy Acquisition Finance Analyst – CONTINGENT HIRE</i>
Reports to	<i>Program Manager</i>
Location	<i>Washington D.C. area</i>

About Us & This Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values and talents at www.transformationsystems.com. With talented people at all levels, ready and able to jump in to make a difference, TSI helps to move organizations' performance forward. This *Mid*-level opportunity belongs to someone who wants to be a part of a team making a difference for our Navy customers. Upon award, the opportunity is based at the customer site in Arlington, VA, with occasional travel to TSI's other D.C. area locations.

Duties and Responsibilities

- Provide, monitor, and coordinate input for the development of Plans of Action and Milestones (POA&Ms) for development and submittal of the Program Objective memorandum (POM) to the DON.
- Provide programmatic support for the development of programs during the PPBE process.
- Analyze financial information in program planning documentation.
- Support the government in the preparation of budget formulation documentation in support of the OSD and Congressional Budget process to include the following: Budget exhibit construction including draft and edit of R-Docs and P-Docs; development and maintenance of hardware and software deliveries matrices; and maintain the programmatic Work Breakdown Structure (WBS).
- Review Budget estimates and reports to develop budgetary forecasts for long range funding for government approval.
- Provide recommendations to justify and defend the budget during the required budget submission process.
- Utilize the DON Program Budget Information System (PBIS) to perform tasks, conduct analysis and provide reports.

Qualifications

Required

- At least 4 Years of business or finance experience supporting DoD/Navy programs.
- Working knowledge of the PPBE process.
- General knowledge of funding documents and automated data processing software programs used to accomplish budget and funding tasks.
- Must be proficient in Microsoft Word, Excel, and PowerPoint
- Bachelor's Degree in business, accounting, finance or a related field.
- Active Secret Security Clearance

Preferred

- Expert knowledge of the PPBE process.
- Expert knowledge of Navy funding documents and experience working in software programs used to accomplish budget and funding tasks.

Work Setting

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>.

Transformation Systems, Inc.

Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a Human Capital Services firm that helps military and civilian leaders within the defense community achieve their extremely challenging goals in ways that are most efficient, effective and responsive. TSI provides enterprise transformation solutions, applying industrial and systems engineering principles and practices to the realm of organization design. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, math, science, business and evaluation. We are thought leaders with a passion to make a difference. Transformation Systems, Incorporated is an Equal Employment Opportunity employer.
