

Classification: Financial Systems Officer, NH-0501-IV

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)

1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2nd Div: Project Support Group

3rd Div: Finance Directorate

4th Div: Systems and Accounting Division

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Sandra N. Veautour

Title: Project Support Executive (Acting)

Signature: _____ /s/ _____ Date: 5/20/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ Date: _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG, USA

Title: Program Executive Officer

Signature: _____ /s/ _____ Date: 5/22/03

FLSA: Exempt BUS Code: 8888 CL: 432

Drug Test: No Emergency Ess:

Key Position: Sensitivity: OPM Functions Code:

Reason for Submission: New Status:

Previous PD Number: Subject to IA:

Envir. Diff: Mobilization:

Acq Posn Category: K Career Prg ID: 11

Acq Career Level: 3 CAPL Number:

Acq Special Asgmt: Acq Posn Type: 2

Career Spec - Primary: Acq Prog Ind:

Cont Job Site: Career Spec - Sec:

Financial Disclosure: [] Public Financial [X] Confidential Financial

[X] Supervisor [] Manager [] Neither

Citation 1: Professional and Administrative Work in the Accounting and Budget Group, GS-0500 Dec 2000
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Systems and Accounting Division, Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Financial Systems Officer, NH-0501-IV

III. Duties:

Position is the Division Chief, Systems and Accounting Division. The mission of the Division is to provide a broad spectrum of Accounting, Payroll, Internal and External financial systems (payroll, time and attendance, travel, etc) and accounting procedures and support to the PEO.

Senior official responsible for overseeing the development, analysis and maintenance of the PEO policies for business processes of Accounting, Payroll, Financial Systems, Travel, and Funding Systems. Briefs, analyzes and makes recommendations for alternative courses of action relating to financial systems to the Director, PEO, DPEO, or other senior executives/managers.

Oversees and directs the development, implementation, analysis and evaluation of functional area resources (including funding, labor, budgeting, financial management, etc) required to accomplish assigned mission and provides reporting capabilities. Evaluates all aspects of new and/or established financial processes, policies, work operations and progress, resource requirements, and other related matters. Determines the type and quantity of data required to respond to problems or issues and determines the appropriate methods of acquiring data based on depth of analysis required and time available. Uses internal and external automation tools, has open discussion with PEO, PM, DA or OSD operating officials, and review of legislative directives, policies, plans and similar materials.

Advises financial managers, DPEO, and PEO on how to stay within objectives and still maintain effectiveness of processes.

Provides PEO STRI/HQDA/OSD decision makers with objective data and analysis for evaluating and responding to issues and

problems on resources, systems and accounting. Represents the PEO to provide recommendations on assigned financial system capabilities and limitations. Maintains contact with other services' and outside agencies' experts concerned with assigned programs of mutual interest. Prepares resource-related, accounting and financial system briefings.

Supervises accomplishment of all PEO Accounting, Payroll, Travel, Travel Credit Card and Time & Attendance functions. Develops, implements, operates and maintains PEO STRI/DA/DOD financial management, Time & Attendance, and Payroll systems. Integrates these systems with PEO business processes to provide timely and accurate resources management information. Ensures that PEO financial execution information is accurate and in accordance with applicable regulations and laws. Continually analyses PEO resource status, identifies anomalies and recommends corrective action. Primary interface with DFAS Operating Locations (OPLOCS), mega centers and Payroll centers.

Performs other duties as assigned.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of financial policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Knowledge of the DoD Planning, Programming, and Budgeting Execution System (PPBES), its process, products, terminology, and guidance documents (e.g., Program Objective Memorandum (POM), Future Year Defense Plan (FYDP), Defense Guidance, Joint Strategic Planning Systems)

Ability to provide guidance to customers

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Ability to give oral presentations

Ability to analyze impact of funding on programs

Ability to plan, present, and execute budgets

Ability to forecast long term funding requirements

Ability to supervise and lead others.

Knowledge of program planning and budgeting cycles

Knowledge of financial control and budget systems and management

Knowledge of cost and economic analyses principles, techniques,
and practices