

JOHN C. FINANCIAL

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VACANCY IDENTIFICATION NUMBER: 06-46-(MP)
JOB TITLE AND GRADE: Supervisory Financial Specialist, GS-0501-14

PROFILE:

Consummate professional with 20 years of expertise in budget and financial management within the Federal government. Unmatched versatility in the financial arena; provide technical support in budget formulation, justification, presentation, and execution; allotment control; financial systems; internal controls; working capital funds; travel, payroll, obligation authority, and contract management. Consistently rated **Outstanding+** in performance. Recognized by senior managers, partner and customer agencies, and federal entities as capable of accomplishing the most challenging of assignments.

FINANCIAL STEWARDSHIP:

- Discovered an attempt by an employee to manipulate restored annual leave; restored annual leave was deleted from the record, thus saving National Council on Disability \$50,000 in leave payout.
- Moved National Council on Disability to the Washington Metropolitan Area Transit Authority Smart Benefits program, resulting in a \$10,000 saving for NCD's budget and transit subsidy employees using the Smartrip card.
- Discovered NCD was paying for prohibited items for travelers in addition to their per diem; recommended to the Finance Committee a change in operational policies as related to per diem and meals; recommendation was adopted.

FINANCIAL DECISION SUPPORT:

- Developed and implemented strategy to restore/gain NCD's credibility with the Office of Management and Budget (OMB) and Congress, resulting in an increase in the FY 2007 budget request of \$400,000.
- Initiated and developed National Council on Disability's first Financial Policy and Procedures manual.
- Participated in the development of NASA's long-range plan to implement a new core financial system.

LEADERSHIP AND ORGANIZATIONAL MANAGEMENT:

- Trained HCFO and GHAD staff members in the use of the official ledgers and subsidiary records for the recording of obligations and disbursements to accurately reflect the status of accounts by appropriation, fund source, program and projected allotment, program and reimbursable funding authority.
- Provided technical advice to NASA Headquarters Chief Financial Officer and the Goddard Space Flight Center Headquarters Accounting Division (GHAD) on complicated accounting transactions.
- Participated in the conversion of the NASA HQ Accounting System to the Integrated Financial Management Program.

PROFESSIONAL EXPERIENCE

Financial Manager, GS-505-14

National Council on Disability
1331 F Street, NW, Ste. 850
Washington, DC 20004

04/24/1999 - Present

Hours/week: 40 - 60

Salary: \$109,687

Supervisor:

OK to Contact: No

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The National Council on Disability (NCD) is an independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families

Direct overall financial management of the Agency to include preparation, formulation, presentation and execution of the Agency's budget in support of all NCD program and operating activities.

- Develop, implement, and evaluate all financial management policies and procedures for the Agency.
- Provide Agency management with financial analysis for decision-making.
- Perform account and travel management and provide accounting, travel, payroll, and fiscal support to the Agency.
- Ensure proper documentation for funding and procurement on all activities (in adherence to the NCD Financial Manual and Office of Management & Budget (OMB) and Treasury's requirements) is submitted.
- Provide the Finance Committee and the Council as a whole with funds status reports on obligations and expenses; submit annual SF-132 to OMB, reconcile NCD's reports with the Finance Center's accounting system, and review the finance reports submitted by General Services Administration (GSA) on NCD's behalf e.g.; 224, SF-133, and FACTS Report, etc.

BUDGET FORMULATION / EXECUTION:

Secure all relevant information from Executive Director and Director of Policy (operating officials) and members of the Finance Committee to discuss, interpret and outline requirements in forecasts and estimates. Develop, analyze, and provide prior year data, workload statistics, and object classes with detailed explanations.

- Forward information in written and/or oral format to outline requirements for preparation of the budget estimates in sufficient time to allow operating officials to gather the appropriate data input.
- Convey and present draft budget request to operating officials and members of the Finance Committee past year data and workload statistics, responding to questions in clear, concise and user-friendly language.
- Provide complete and final budget estimates by established deadlines; Identify budget changes and demonstrate how these changes may impact agency operations.
- Led the draft of the FY 07 budget request with significantly less lead time than in previous fiscal years; budget request was approved by the members of the Council with only minor changes and submitted to OMB on schedule.

ACCOUNTING / INTERNAL CONTROL:

Review new and/or proposed financial policies and procedures and guidelines and make recommendations to the Executive Director on the need for new or modified policies.

- Independently analyze the effectiveness of financial policies, procedures, and guidelines.
- Perform necessary preparation, research documentation, etc. to facilitate the preparation and submission of financial reports to internal and external entities.
- Record and prepare monthly minutes of the Finance Committee and maintains records.
- Prepare year-end and quarterly reconciliation reports and reference any anomalies to GSA.
- Accurately monitor object/sub-object classes to ensure early identification of all future deficit funds.
- Ensure reprogramming requests are submitted with sufficient time and sufficient justification to support the reprogramming requests so that operations are not impacted.
- Prepared Finance Committee Chair's presentation of updated reports at Executive Committee.
- Reviewed and analyzed the OMB Circular A-123, a review on internal control for government agencies; recommended changes in operational process to enhance separation of duties to meet the new requirements of the OMB Circular A-123 and to correct any other deficiencies in internal control structure.

PROCUREMENT AND CONTRACT PROGRAM ACCOUNTABILITY:

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Manage procurement and contracting programs for technical support (\$8,000.00), GSA Support Services (\$60,000), Treasury Financial Management Services (\$25,000), and audit services (\$23,000).

- Occupancy Lease for National Council office space and administer the GSA Support Services contract (human resources assistance, payroll services, and financial/accounting services.)
- Contract for audit services for NCD annual audit per the Tax Accountability Act.
- Treasury Financial Management Services contract; developed NCD Financial Manual.
- Prepare and complete all financial transaction documents for appropriate sign-off sent to GSA bi-weekly.
- Submit invoices in an expeditious manner so as not to incur any late charges.
- Assess and account for NCD government owned/held property in conjunction with the service provider.

INDUSTRY CONTACTS / PROFESSIONAL RELATIONSHIPS:

Establish and maintain effective working relationships with internal and external personnel with impact on agency activities. Conduct business in a professional manner, utilizing tact, courtesy, cooperation, diplomacy, and a sensitivity to co-workers and members background to positively influence team dynamics.

- Conduct agency business with tact, courtesy and discretion to assure agency operations do not suffer as a result of unnecessary ill will between the employee and individuals inside and outside of the agency.
- Resolve workplace conflict through mutually acceptable compromise when possible; escalates unresolved problems to, and seeks the assistance of, the Executive Director in cases of deadlock on compromise.

TECHNOLOGY

Perform information technology functions as they relate to changes in systems upgrades and daily functions of the NCD. Develop procedures to implement Treasury Financial Manual and Office of Management and Budget guidance on information technology operations. Direct the acquisition, maintenance and upgrade of NCD Local Area Network and telecommunications and serve as the timekeeper.

- Recognized by staff for helpful attitude demonstrated in trouble shooting problems experienced with the system and outstanding efficiency in ensuring timely payment.

Significant Agency Contributions:

- Collaborated with the Director of Policy and the Congressional Liaison to develop and implement a short-term strategy to inform Congressional Staffers of NCD mission and future needs which resulted in a major increase in appropriation for NCD above the proposed FY 07 budget request.
- Developed and implemented goals and objectives to reduce administrative costs by 10% over a period of four years, resulting in more available funding for mission related activities.
- Analyzed NCD operational processes from a financial perspective to foster financial discipline and reign in costs in communications, supplies, and procurement; efforts resulted in the reduction in administrative overhead costs and an increase in the efficiency of processing funds requests, travel vouchers, and vendor contracts.
- Performed review of efficiency in NCD spending on telecommunications, travel/lodging, and in the Government Printing Office web hosting service; reviewed telecommunications expenses and consolidated telephone lines down to three (cellular service, telephone service, and conference calling service).

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Department of Veterans Affairs
VBA ORM Finance Staff
City, state, zip

Hours/week: 40
Salary: \$63,829
Supervisor:
Telephone:

The Veterans Administration strives to meet the needs of the Nation's veterans and their families.

LEGISLATIVE, REGULATORY, AND PROCEDURAL REQUIREMENTS

Interpreted, recommended, and implemented current legislative, regulatory, and procedural requirements.

Independently interpreted, recommended, and implemented in a timely manner program policies and procedures which effectively and consistently reflected the intent of new legislative, regulatory, and procedural requirements, with special emphasis on reacting to new legislative needs.

Recommended new or revised legislation consistent with program intent and all legislative, regulatory, and procedural requirements.

DEVELOPMENT, ANALYSIS AND EVALUATION

Developed, analyzed, and evaluated studies, procedures, and projects.

Planned, developed and evaluated studies, and test procedures relating to financial administration.

Analyzed and recommended current and long range plans for the financial management of the VA.

Reviewed memoranda, publications, etc., originating from other VA or governmental elements and clearly and concisely recommended concurrence/non-concurrence based on sound financial and policy.

ACCOUNTING SYSTEMS DESIGN, MONITORING AND ENHANCEMENT

Designed, monitored, and enhanced manual and ADP CP&E accounting systems.

Designed, developed, tested and implemented new accounting systems in cooperation with other VA and governmental elements by utilizing analytical and meet-and-deal communication skills.

Prepared clear, concise, and exact user functional requirements and specifications.

Reviewed system internal specifications and prepared adequate and necessary test data.

Monitored and analyzed ongoing manual and ADP CP&E accounting systems to ensure overall compliance with all necessary legislative and regulatory policies as well as acceptable internal control practices.

Recommended and developed necessary and cost effective changes in a timely, clear, and concise manner.

FINANCIAL REPORTING

- Prepared a series of financial reports accurately and within established guidelines and procedures for assigned appropriations/funds,
- Prepared SF-133, Report of Budget Execution, SF-143 Report on Execution, SF-220-9 Report of Receivables due from the public, and the SF-225, Report of Obligations.
- Prepared the discussion and analysis for the benefits Line of Business for the CFO Financial Report and CFO Financial Statements.
- Monitored reports to identify system deficiencies that affected financial reporting.
- Initiated requests to correct system deficiencies.
- Completed projections for C&P liability using the actual model.
- Served as a focal point for the VBA's Cost Management Information system; interacted with 58 field station points of contact on data collection, testing and implementation of the CMIS system.

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION HEADQUARTERS

300 E Street, SW
Washington, DC 20546

Lead Accountant, GS-0510/13

Office of Headquarters Operations/HQ Accounting Division

9/17/1995 . 12/31/97

Hours/week: 40 - 60

Salary: \$60,092 / PA

Supervisor:

Telephone:

The Headquarters Business Management Division, Office of Headquarters Operations, provides support for a number of functions in support of the institutional and programmatic activities of Headquarters and planning and management of corporate operations

Served as Lead Accountant in the Headquarters Accounting Branch; Resources, Reimbursables, General Ledger and Reports Section

ACCOUNTING / INTERNAL CONTROL:

- Administered payroll cost accrual and disbursement analysis functions; performed the review, analysis and appropriate accounting entries necessary to properly control and account for the obligation, cost, and disbursement of funds associated with salaries, personal benefits, taxes and military detailees.
- Served as a member of the payroll transition team to provide technical expertise in the areas of accounting for payroll and the general ledger.

PROCUREMENT AND CONTRACT PROGRAM ACCOUNTABILITY:

Managed and coordinated the property reporting and accounting for the Headquarters Accounting Branch.

- Accounted for government owned-contractor/grantee held equipment in conjunction with the Headquarters Acquisition Division.
- Ensured the validity and propriety of contractor's property accounting systems and NF 1018 reporting.
- Maintained a continuous inventory of contracts requiring NF 1018 reporting and grantees holding government titled property.
- Reconciled the Non-Expendable Transactions Report from the Headquarters Acquisition Division on a monthly basis; reported any variances or discrepancies.
- Updated capitalized equipment accounts in the general ledger; identified and resolved differences with other NASA installations' property accounts.
- Prepared SF 1233 (Personal Property Transfer Voucher) for capitalized equipment transfers between NASA Centers.

TECHNOLOGY:

- Resolved issues and provided advice and assistance in the implementation of system upgrades.
- Participated with GHAD staff in the conversion of the Headquarters Accounting System to the Integrated Financial Management Program (IFMP).
- Analyzed the specific problem areas arising within the accounting systems or operations and determining a solution to the accounting system redesign, modifications to software, or changes to practices and procedures; made recommendations based on these analyses to the HCFO and GHAD.

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- Interfaced with systems support personnel and GHAD systems accountant to insure that anomalies in system operations were promptly detected and either corrected or reported.

SUPERVISORY CONTROLS:

- Coordinated the work of others, e.g., accountants, systems analysts, computer programmers, or functional program specialists, in developing and installing new accounting systems and in overseeing accounting programs.
- Supervised assigned staff of three ranging from grades 9 to 10 within the General Ledger section; administered leave policies.
- Informally counseled employees on training and development required for career advancement and to meet job standards/requirements.
- Established priorities, assigned work and evaluated collective and individual performance of technicians.

REGULATORY COMPLIANCE:

Responded to, and advised internal and external management officials and their staff on, issues relating to U.S. Treasury fiscal policies and reporting, agency reporting, and systems requirements. Properly interpreted the intent of legislative and extensive financial management objective to successfully develop accounting and reporting system requirements that impacted the Agency and the Central Regulatory Agencies of the Federal Government. Guidelines consisted of:

- The NASA Financial Management Manual
- The Chief Financial Officers Act of 1990
- Circulars and Bulletins of the Office of Management and Budget
- Department of Treasury Regulations
- The GAO Manual and FASAB Regulations
- Decisions of the Comptroller General, Congressional Legislation, NASA Management Issuances and other technical handbooks.

Significant Accomplishments:

- Developed and executed a strategy to handle the tracking and collections of overpayment in unemployment compensation to approximately 400 federal employees during a nationwide government furlough.
- Corrected the Workmen Compensation account with the Department of Labor after the furlough; efforts resulted in the recovery of funds paid out in error.
- Served as Liaison to Treasury for GOALS, CASHLINK, and OPAC systems

EDUCATION:

College: The George Washington University
Major field(s) of study: Accounting
Type and year of degree(s) received: Bachelor of Business Administration/Accounting, 1995
Attended: 1/1981 . 5/1984
Semester Hours: 130

OTHER QUALIFICATIONS:

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Job-related training courses:

- OMB Circular A-123 Training, Potomac Forum Ltd., Washington, DC, 6 hours, February 2006
- JFMIP Conference, JFMIP, Washington, DC, 8 Hours, March 2005
- SF-224 Update Seminar, Treasury Financial Management Service, The Center for Applied Financial Management, Washington, DC, 8 hours, March 1997
- Advanced Appropriations Law, Management Concepts, Inc., Washington, DC, 8 hours, February 1997
- Accounting for Reimbursable Authority, Management Concepts, Inc., Washington, DC, 8 hours, November 1996
- Implications of Federal Appropriations Law, Treasury Financial Management Service, The Center for Applied Financial Management, Washington, DC, 16 hours, November 1995
- Understanding and Using the Standard General Ledger, Treasury Financial Management Service, The Center for Applied Financial Management, Washington, DC, 24 Hours; April 1995
- Fundamentals of Cash Management; Treasury Financial Management Service, The Center for Applied Financial Management, 8 Hours, March 1994
- Accrual World, Treasury Financial Management Service, The Center for Applied Financial Management, 24 Hours, April 1994
- Reconciling Differences, Treasury Financial Management Service, The Center for Applied Financial Management, 8 Hours, November 1993