



IR Business Development Analyst

Please use this link to apply:

[Jr Business Development Analyst in Alexandria, Virginia | Careers at Alexandria, VA \(icims.com\)](#)

Full Time; Remote (Preferably on East Coast)

55k with full Culmen Benefits

Roles & Responsibilities

- Provide detailed market intelligence and analysis of targeted federal departments and agencies.
- Research and analyze opportunities included in Government Procurement Sites (SAM, GSA e-buy, seaport-e, FPDS, GovWin, etc.)
- Research procurement contracts and procurement forecast documents.
- Perform research on specific proposal and BD opportunities to gain accurate budget, incumbent information, and release dates. Includes research of competitors, market insights, customer demographics, potential partners and more.
- Providing daily assistance to the BD team in support of bid and proposal efforts
- Assistance includes writing, editing and formatting.
- Assist in other BD projects as necessary.

Basic Qualifications

- Bachelor's Degree
- Minimum of 1 years of relevant business development experience
- Strong business writing acumen
- Strong teamwork and people skills

Preferred Qualifications

- Knowledge of Government Procurement Sites (SAM, GSA e-buy, seaport-e, FPDS, GovWin or similar, etc.) desired
-

Journeyman Budget Specialist

To apply, please use this link:

[Journeyman Budget Specialist in Fort Belvoir, Virginia | Careers at Fort Belvoir, VA \(icims.com\)](#)

Onsite at Ft Belvoir, Va; Full time

Roles & Responsibilities

- Perform as a coordinating focal point for all accounting actions and issues between SOF AT&L Program offices, SOF AT&L-K, HQ USSOCOM, Defense Finance and Accounting Service (DFAS), and the 6th Comptroller Squadron. This support includes all accounting actions associated with conducting a formal DAR-Q using all applicable systems and tools required to perform document reconciliation for all active and expired year accounts IAW DOD FMR and DFAS guidance. This

includes funds that are sent out to other government agencies for execution via any applicable financial/accounting system.

- Follow-up on all contracts with active and expiring/expired funds; these efforts are to include coordination with SOFM, SOF AT&L-K, Defense Contract Management Agency and DFAS to facilitate contract closeout.
- Provide metrics on the DAR-Q and Contract Closeout processes.
- Assist in training on the DAR-Q process to customers with respect to General Accounting and Finance System and Integrated Accounts Payable System, reconciliation systems, Mechanization of Contract Administration Services (MOCAS), and other training as required.
- Perform support to the classified funding portfolio and provide accounting support for these programs.
- Assist in researching and clearing Negative Unliquidated Obligations and Unliquidated Obligations (NULO/ULO) for the purpose of close-out of expiring/expired funds.
- Provide every month, the status regarding reconciliation actions by appropriation and fiscal year.
- Provide metrics on the number of documents completed, outstanding reconciliation actions, and current status, including courses of action.
- Financial Execution and Analysis - Examine, review, study, and evaluate financial operations and transactions to recommend financial actions or methods, determine financial feasibility or financial soundness, determine regulatory compliance, or perform other financial activities related to business operations.
- Perform operational program budget execution duties using all applicable financial information and resource management systems and databases.
- Assure that obligations incurred and resulting expenditures of funds are in accordance with pertinent laws and regulations.
- Update SOF AT&L internal obligation tracking systems daily to ensure program financial status is current.
- Perform all actions associated with setting up new codes in applicable accounting systems ABSS/DEAMS, creating new flows, and establishing new accounts for Wide Area Workflow.
- Continually monitor expenditures in relation to planned levels. Populate the monthly investment status of funds report, assist with applicable "Get Well" plans provided by the PEO/DIRs.
- Compile and coordinate budgetary presentation materials. Format the recommended budget for the desired level of program operations into a format consistent with regulatory guidance, which will be acceptable to reviewing and approving authorities.
- Readily provide financial information, including detailed backup documentation, to program managers; and as requested, for higher level reviews and decision points.
- Gather and provide data to respond to monthly and quarterly reporting requirements as defined in the SOCOM Comptroller Annual Specific Guidance.
- Support the development and validation of execution year Unfunded Requirements (UFR). Include support to the classified funding portfolio and provide financial execution and analysis support for these programs.
- Develop spreadsheets, all forms of electronic graphic media to include interactive presentations, quad charts, and other documentation as required.
- Accounting and Finance Support - Support Reimbursable Budget Authority requirements.
- Update and analyze SOF AT&L Financial Execution Module (FEM) (or equivalent system/database) for all appropriations and all types of funding.
- Maintain funds distribution and execution document control logs reflecting current status daily.
- Prepare daily fiscal year end closeout reports and determine the necessary adjustments required to close out the subsidiary and general ledger accounts.



- Provide staff assistance to the SOF AT&L Acquisition Comptroller Execution and Accounting Division Chief in the accomplishment of recurring and special assignments.
- Review current processes by gathering specific relevant background information (such as financial results, policies and procedures) from the appropriate information sources.
- Document current operating practices based on results gathered through interviews, investigation, and testing.
- Assist to identify appropriate solutions and formulate sound, reasonable recommendations for management's corrective action, using appropriate criteria and cost-benefit considerations.
- Prepare and execute Funding Authorization Documents (FADs), Military Interdepartmental Purchase Requests (MIPRs), AF Form 9s, Fund Cite Authorizations, and other documentation.
- Maintain Program Office contract execution files, including contracts, cost reports, vouchers, change orders, correspondence with vendors, and any other applicable documentation.
- Support the classified funding portfolio and provide accounting and finance support for these programs. Prepare fiscal year end close-out reports on a daily, monthly, and annual basis.
- Support efforts gathering and posting in ARC tool documents associated with all provide by client (PBC) and Sample request associated with audit/IG/RFI requests.
- Support efforts for resolving notifications of findings and recommendations (NFRs) resulting from audit/IG findings.

Basic Qualifications

- Active TS/SCI Clearance, or TS with SCI eligibility
- Between three (3) to Five (5) years of experience working in Department of Defense (DoD), US Air Force or US Army budget and finance operations
- Masters in Business Management or Accounting, and 10 years of general experience with six (6) years of relevant experience.

OR

- Bachelors or Professional Certificate in Business Management or Accounting and 12 years of general experience with eight (8) years of relevant experience.
- Ability to produce superior and timely work within a small team office environment
- Ability to work under time pressure or constraints
- Ability to flex office hours if necessary to meet reporting deadlines
- Exceptional attention to detail, accuracy and recollection with numbers and account codes

Preferred Qualifications

- Between six (6) to eight (8) years of experience working in Department of Defense (DoD), US Air Force or US Army budget and finance operations
 - Experience working with USSOCOM or subordinate element business financial management offices
 - Ability to start immediately
-

Business Operations Specialist

To apply, please use this link:



[Business Operations Specialist in Bethesda, Maryland | Careers at Bethesda, MD \(icims.com\)](#)

Bethesda, MD (Walter Reed); Full time
60-70k plus Benefits

Roles & Responsibilities

Provide non-personal administrative support services in performing technical and programmatic support tasks on various tasks and projects to assist in program execution support.

Multiple positions available. Areas of support services needed include:

- Administrative
- Budget and Finance
- Acquisitions
- Manpower
- Human resources
- Healthcare Operations
- Process Improvement

Basic Qualifications

- 3+ years of relevant experience
- Knowledge of office automated systems such as word processing, graphics, and electronic mail and ability to use software such as Microsoft, Word, Excel, and Power Point to prepare a variety of documents, to enter and extract data, and to train newly assigned clerical personnel and others in use of this software to obtain required automated products and reports.
- Proficient in verbal and written communication
- Possess knowledge of Department of Defense and/or Military policies and procedures
- Ability to draft, edit, review DoD correspondence in support of operations
- Proficient in operating desktop computers, printers, scanners, facsimile, and other office related equipment.
- Proficient in Microsoft Office Outlook, Word, Excel, and PowerPoint
- US Citizenship
- Ability to receive DoD Suitability at the Public Trust level or higher.

Preferred Qualifications

- Military Health System experience
 - Outpatient clinic experience
 - Strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities.
 - Strong written and verbal communication skills including interpersonal skills.
 - Embrace teamwork and collaborative work environments.
 - Ability to execute assigned tasks with minimal leadership oversight – well organized, self-motivated, and disciplined.
-

Senior Administrative Assistant



To apply, please use the following link:

[Sr Administrative Assistant - Naval Medical Research in Sigonella | Careers at NAS Sigonella, Sicily \(icims.com\)](#)

Sigonella, Sicily (OCONUS)

Full time; 30-40k

Roles & Responsibilities

Provide non-personal administrative support services in performing high-level technical and programmatic support tasks on various Navy/Marine Corps projects, assist in program execution support, including tracking progress of projects and documenting all stages of project performance. Additionally, support services for acquisition and compliance services, organizational, and operational activities, and financial and administrative services will be provided.

- Perform general administrative and clerical duties in support of NAMRU 3. Provide support and assistance with all administrative requirements, functions and taskers. Ensure accuracy and timeliness of administrative reports.
- Assist the Government with preparation of a variety of correspondence, forms, reports and statistical material. Enter a variety of data into spreadsheets and documents progress accordingly. Make copies of documents on office copier, collating, stapling, and attaching labels prior to distribution within organization. Sort and distribute mail into assigned mailboxes for the command. Review all official correspondence for proper formatting. Process, serialize, and route official correspondence for appropriate review and signature. Scan and file signed correspondence to include official memorandums, directives, etc. Assist in the organization and maintaining of the Records Management Folder and the Administrative Page on the Command Intranet. Coordinate and process conference room reservation requests.
- Review, print and route correspondence through the chain of command. Receive and distribute telephone messages for department personnel. Maintain files on correspondence and other clerical tasks as necessary.

Basic Qualifications

- 3+ years of experience within military medical R&D activities or the military
- Proficient in verbal and written communication and possess a comprehensive knowledge of DoD correspondence, including, but not limited to: DoN Correspondence Manual, Standard Subject Identification Codes, and OPNAV Administrative Manual
- Proficient in operating a desktop computer, printer, scanner, facsimile, and other office related equipment
- Proficient in Microsoft Office Outlook, Word, Excel, and PowerPoint
- Fluent in English