

## ***Position Description***

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Position Title: **Program Manager**

Department: **Engineering Services Group - DC**

Responsible To: **Regional Director**

FLSA Status: **Exempt**

Effective Date: **November 18, 2008**

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### ***Position Summary***

The Program Manager provides support for non-NAVSEA financial management/ERP related tasks. Responsibilities are performed under contract with the Department of the Navy.

### ***Contract Specifications***

The position incumbent must be a US citizen and be able to obtain/maintain a DoD "Secret" security clearance.

### ***Examples of Essential Functions & Responsibilities***

- Apply standardized Naval accounting procedures and guidelines to monitor and verify appropriate fiscal management of all contract funds
- Provide program coordination support in the areas of financial management reviews, including allocations, commitments, obligations and the expenditures process
- Utilize various automated Navy accounting systems and software to generate reports, review materials, and other information related to budgeting, estimating, project planning and execution, and personnel management.
- Attend various meetings as outlined in the contract, including program financial reviews, budget discussions and presentations, and client meetings/conferences
- Analyze and report performance results against plan to ensure program objectives are achieved
- Complete required project documents, forms, reports and other paperwork as outlined by the contract
- Foster positive work relationships with all program stakeholders to meet identified contractual obligations
- Assist other team members with their responsibilities based on volume of work, established priorities and leadership direction
- Organize self and work space to ensure timely completion of program responsibilities, accounting for unanticipated support needs and changing priorities
- Ensure ongoing service to all clients, employees, contractors, suppliers and visitors by addressing service level concerns and opportunities as they occur, escalating sensitive and/or serious issues to the appropriate leadership immediately
- Ensure personal and staff compliance to company and contractual guidelines as specified, with particular care given to safe work practices
- Monitor building security and report unusual incidents and findings to appropriate leadership members
- Perform other duties and responsibilities as assigned or requested that the employee is capable of performing

### **Education & Experience**

- Bachelor's degree in Accounting, Financial Management or Business Administration required, Master's in Accounting/Finance or MBA preferred
- Minimum ten years prior contractor support experience, five of which must have been in a program/project/key task leadership role
- Minimum ten years experience utilizing General Fund Naval Financial Management and accounting principles
- Previous experience managing and accounting for allocations, commitments, obligations and the expenditure process as a whole
- Experience with managing reimbursable programs and the Navy/DoD reimbursement process

### **Skills, Abilities & Traits**

- Proficiency in Microsoft Office, especially Outlook, Word and Excel software
- Proficiency in Microsoft Project and general project management terms, standards and processes
- Excellent verbal and written communication skills, as well as presentation skills
- Solid financial and data analysis skills, including the ability to present findings in a concise, thorough and informative manner
- Ability to manage multiple program components and activities simultaneously, ensuring efficiency and effectiveness is achieved per contract requirements
- Good working knowledge of the Navy Working Capital Fund
- Solid knowledge and understanding of Naval accounting policies and procedures, as well as accounting systems including STARS/HCM and/or STARS/FL, preferably both
- High comfort level working with and around all military/organizational levels, clients, suppliers and visitors
- Ability to work as a team player and demonstrate personal initiative to complete the work of the team as a whole
- Must be able to establish a professional rapport with all program stakeholders
- Must be sensitive to the professional expectations of the business, ensuring a positive interaction and impression when interfacing with all contract participants
- Must be highly reliable and capable of meeting the scheduling demands required of program leadership

### **Physical Demands & Expectations**

- Regular physical activity to include walking, climbing stairs, and standing; frequent periods of prolonged sitting may be required
- Ability to travel up to 25% of the time
- Ability to speak, read, hear and write, with or without assistance
- Ability to use phone and computer systems, copier, fax and other office equipment
- Must be able to perform highly detailed work involving numbers, spreadsheets, and data analysis, which includes extensive computer keyboard and screen utilization

*This position description represents a summary of the major components and requirements of the outlined job. Other duties and responsibilities may be assigned or required as business needs dictate. Questions regarding this description should immediately be addressed to the department manager or to Human Resources.*