

**Position Ref: JP 2015.4**

**Start Date: TBD (Anticipate 15 Dec 2015)**

**Clearance: Eligible for a Secret Clearance**

**Business Financial Manager \_ Consultant Support Services – ONR**

**Adaptive Insight** is currently looking for a business financial manager to join our team in Arlington (Ballston Commons), VA.

If you fit the below skillset and are ready for a new opportunity, please send us your resume and we will be in touch! Thank you!

**Key Tasks:**

- **Business financial Manager's shall be familiar with dual use applications of defense technologies and the DON's Acquisition Programming, Planning, Budgeting and Execution (PPBE) Process Planning, scheduling and managing conferences and multi-day meetings**
- **Demonstrate competence and the ability to effectively use ERP and similar financial tools in day-to-day work**
- **Demonstrate experience in preparing purchase requisitions;**
- **Demonstrate experience in maintaining and updating financial records to include tracking commitments, obligations and expenditures and supporting resolution of budgeting and financial issues**

**Specific Duties:**

- **Budgeting and Finance Resource Management**
  - Support the XO and the ONR Global Arlington team providing administrative support to ONRG staff in analysis/planning, coordination, international program support, and budget administration, forecasting, financial management, procurements and financial analysis.
  - Support the ONRG Arlington ERP data and financial system. The candidate should have demonstrated competence and the ability to effectively use these tools in day-to-day work.
  - Assist the Government with the monitoring of availability and use of funds. Assist with the creation and/or review of financial documents. Analyze and communicate status of funds for impact on program objectives and requirements;
  - Assist with the preparation of internal financial notices, instructions, guidelines and reports;
  - Conduct analyses and provide reports that identify, quantify and evaluate financial execution results;
  - Assist with the coordination, preparation and review of actual and projected funding estimates, justifications and strategies. Provide services to assist ONRG in planning, executing and evaluating investment strategies and organizational resource allocations;
  - Support the identification of program specific financial issues related to deficiencies, excesses, trends and imbalances to assure funds availability;

- Support ONRG managers to expedite financial execution and ensure programmatic benchmarks are met;
- Draft responses to internal and external communiques on programmatic and program specific and financial and budgeting issues;
- Develop management tools that help define, observe and assess actions;
- Assist ONRG in the preparation of Congressional R2 budget exhibits and in addressing associated related exchanges between ONR 08 and R2 activity coordinators to adjust narratives and financial data during the multiple calls imposed during the course of the budget year;
- Assist in the preparation of purchase requisitions as required for ONRG in the Navy Enterprise Resource Program (ERP).

**Required Experience:**

- Possess a working knowledge of the Naval Research and Development Establishment.
- Currently have or eligible for a Secret Clearance.
- Excellent oral and written skills.
- Proficiency with Word, Excel, and PowerPoint.
- Strong analytical and financial management skills.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.

**Education and Training:**

- Bachelor's degree with 3-5 years of relevant experience.