



Current Job Descriptions

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

In accordance with its obligations as a federal contractor, it is the policy of Federal Management Systems, Inc. to be an affirmative action/equal opportunity employer. In keeping with this policy, FMS will continue to recruit, hire, train and promote into all job levels the most qualified persons without regard to race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Additionally, FMS will continue to ensure that all personnel matters (such as compensation, benefits, transfers, layoffs, FMS-sponsored training, education, tuition assistance and other employee programs) are in accordance with FMS' commitment to equal opportunity. In addition, in conformance with applicable law and company policy, FMS undertakes affirmative action for underrepresented minorities and women, for people with disabilities, and for Vietnam era veterans, special disabled veterans, recently-separated veterans and any other veterans who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

Federal Management Systems, Inc. is looking for serious, hardworking and creative individuals to join our workforce. We offer a comprehensive basket of benefits including health insurance, life insurance, disability, 401K, tuition reimbursement. Opportunities for advancement are an additional benefit. Federal Management Systems is an Equal Opportunity Employer.

Please include a resume, cover letter and references and email to jobs@fmshq.com or fax to (202) 829-4050. In your cover letter please state whether you have a security clearance.

JOB TITLE: Accounting Clerk

REQUIREMENTS: Performs one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Level I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV require a knowledge of and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some job at each level may require a basic knowledge and understanding of the terminology, codes, and process used in automated accounting system.

Levels I and II require two-year experience. Levels III and IV require graduation from a two-year college in business administration, finance, management, accounting or related field. Personnel shall possess superior organizational, oral and written communicational skills. Experience with computer-based applications including word-processing, spreadsheets, and database management systems. A mix of education and experience may satisfy the requirements.

JOB TITLE: Administrative Assistants

REQUIREMENTS: Providing assistance in support of the administrative services, financial systems and information management functions; preparation of office requisitions and support for office meetings and conferences. Other administrative duties as assigned.

JOB TITLE: General Clerks

REQUIREMENTS: Follows a few clearly detailed procedures in performing simple to complex repetitive tasks in the same sequence, such as filing prerecorded documents in a chronological file or operating office equipment, e.g., fax, photocopy, addressograph or mailing machine. Several levels requiring more skills are available.

JOB TITLE: Secretary

REQUIREMENTS: Carries out recurring office procedures independently. Selects the guideline or reference, which fits the specific case. Administrator provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests, which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
 2. As instructed, maintains calendar, makes appointments, and arranges for meeting rooms;
 3. Reviews materials prepared for approval for typographical accuracy and proper format.
 4. Maintains recurring internal reports, such as office equipment listings, correspondence controls, and training plans;
 5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.
 6. Computer skills required.
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JOB TITLE: Procurement Coordinator

REQUIREMENTS: The procurement coordinator requires specialized knowledge and experience in government regulations as they relate to the processing of purchase orders, delivery orders, amending of orders and modification of contracts. Performance involves following:

1. Review procurement requisitions for accuracy of contents, certification of committed funds and coordinate item descriptions with customers and contractors.
2. Process requisitions using the best possible method for performing varied procurement actions, considering factors, such as, need dates, cost, and approved vendors or contracts for services.
3. Perform data entry retrieval of information from electronic databases, and researches files and prepare procurement reports and listings.
4. Research sources of supply and determine best sources of providing goods and services.

Graduation from a two-year college, completion of a course of study in business administration, finance, management or related field. One to two years experience in a related field where the individual was responsible for making frequent decisions. Personnel shall possess superior organization, oral and written communication skills. Experience with computer-based applications including word-processing, spreadsheets, and database management systems. Educations and experience requirement may vary according to combined background of the individual. Prefer two to four year in business management or finance.

JOB TITLE: **Senior Analyst**

REQUIREMENTS: Uses knowledge of financial and accounting policy, procedures and regulations within the Department of State, Department of Treasury, Department of Homeland Security, Department of Commerce, Agency of International Development and other government agencies to provide senior level support.

Should possess an undergraduate degree from an accredited 4 year college in accounting, business administration, or similar curriculum emphasizing analytical skills. Should possess at least 5 years progressively more responsible experience in management analysis, consulting, systems and analysis and design or similar work experience background. Reviews and audits foreign currency exchange and banking transactions for compliance with international banking regulations. Reviews and verifies the accuracy of large-scale foreign currency purchases and settlements, insuring that they confirm to U.S. policies and procedures. Anticipates requirements and provide guidelines for developing policy to manage foreign currencies transactions. Provides financial guidance to U.S. embassies, consulates and overseas finance centers, as required. Reviews, interprets, and provide guidance on U.S. policies and procedures related to international electronic fund transfers. Provides financial insight and advice on U.S. government fund transfers. Provides financial insight and advice on U.S. government legislation and regulations affecting purchasing, disbursement and reporting foreign currencies transactions. Provides special or one-time reports, summaries, or replies to inquiries, selecting relevant financial information from a variety of sources and documents from other offices.

JOB TITLE: Report Editing/Production Specialist/Technical Writer

REQUIREMENTS: Reviews manufacturers' and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mock-ups, and project samples to integrate and delineate technology, operating procedures, and production sequence and detail.

Develops, writes, and edits material for reports, manual, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews productions and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Organizes material and completes writing assignment according to set standard regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of production and binding. May maintain records and file of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication, and distribution of material. May write speeches, articles, and public or employee relations' releases.

JOB TITLE: Accountant

REQUIREMENTS: Requires a minimum of five years working knowledge of Defense Finance and Accounting Systems (DFAS) and other government financial systems, especially ABSS, MAPPER, BQ, and G2, along with exceptional computer, and interpersonal skills. Employees resolve problems in recurring assignments in accordance with previous training and experience. Conformance with requirements and technical soundness of completed work is reviewed by the supervisor or is controlled by mechanisms built into the accounting systems.

JOB TITLE: Procurement Analyst

REQUIREMENTS: The incumbent of this position must provide a broad range of procurement and technical writing experience to ensure that programs and personnel have equipment, goods, and services necessary to fulfill their mission. The incumbent will review, edit and prepare procurement related documentations such as scopes/statements of work, specifications, sole source justifications, urgent and compelling justifications, evaluation criteria, requisitions, solicitation package materials, cost benefit analyses, government cost estimate, and cost reasonableness statements.

The procurement analyst shall possess a Bachelor's Degree or Master's Degree In reply to: Business Administration or Business related field, or another degree, with 24 hours of business with a minimum of 10 years experience, and with specialized experience in

technical writing in the procurement and contract field. Professional-level experience may be substituted for educational degrees.

Thorough knowledge of the Federal Acquisition Regulations (FAR), office of Management and Budget (OMB), Federal Award Guidelines, and other procurement regulations, policies, and procedures required, in addition to sufficient computer and word processing skills to produce all required written work in final form.

JOB TITLE: Contract Specialist

REQUIREMENTS: The incumbent of this position must provide a broad range of organization, management and administration of complexity of contracts, grants, task orders, delivery orders, agreements and other contractual documents and special projects as required.

The Contract Specialist shall possess a Bachelor's Degree in Business Administration or Business related field, or another degree, with 24 hours of business with a minimum of five years specialized experience in the procurement and contract field. Professional-level experience may be substituted for educational degrees.

Thorough knowledge of the Federal Acquisition Regulations (FAR), office of Management and Budget (OMB), Federal Award Guidelines, and other procurement regulations, policies, and procedures required. Skill in obtaining, analyzing, and evaluating complex textual and/or quantitative information in order to make comparisons among alternatives or to make recommendations or corrections or improvements in processes, operations, or policies. Such experience may have been gained in work such as: Procurement, purchasing, rental, or lease of supplies, services, and equipment through open-market methods, placement of purchase orders, placement of orders under blanket purchase agreements or under delivery contracts such as Federal supply schedules, or other purchase procedures pertinent to contracting; Government or commercial purchasing, procurement, contract negotiation, administration, or termination functions that included preparing solicitations, contracts, contract modifications, or supporting procurement documents; evaluating and reporting on performance on contractors in meeting terms of contracts; or obtaining and analyzing product and price data for contract negotiations; performing comparative analysis of vendor terms and/or price quotations with historical data to develop recommendations on vendor selection, terms, or prices.

JOB TITLE: Executive Assistant/Secretary

REQUIREMENTS: The incumbent of this position must provide a broad range of organization, management and administration. At least five years experience in the organization of documentation, word processing, graphics, and data entry.

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office, which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

1. Composes correspondence requiring some understanding of technical matters;
2. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
3. Reads outgoing correspondence for executives approval and alerts writers to any conflict with the file of departure from policies or executive's viewpoints; gives advice to resolve the problems;
4. Summarizes the content of incoming materials, specially gathered information, or meeting to assist executive; coordinates the new information with background office sources; draws attention to important parts on conflict;
5. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

JOB TITLE: **Lead Analyst**

REQUIREMENTS: Uses knowledge of financial and accounting policy, procedures and regulations within the Department of State, Department of Treasury, Department of Homeland Security, Department of Commerce, Agency of International Development and other government agencies to provide senior level support.

Should possess an undergraduate degree from an accredited 4 year college in accounting, business administration, or similar curriculum emphasizing analytical skills. Should possess at least 5 years progressively more responsible experience in management analysis, consulting, systems and analysis and design or similar work experience background. Reviews and audits foreign currency exchange and banking transactions for compliance with international banking regulations. Reviews and verifies the accuracy of large-scale foreign currency purchases and settlements, insuring that they confirm to U.S. policies and procedures. Anticipates requirements and provide guidelines for developing policy to manage foreign currencies transactions. Provides financial guidance to U.S. embassies, consulates and overseas finance centers, as required. Reviews, interprets, and provide guidance on U.S. policies and procedures related to international electronic fund transfers.