



Join an award winning, fast growing, dynamic company in providing the Federal Government, the Department of Defense and the Intelligence Community with acquisition support and the deployment of advanced technology and cutting edge complex systems; as well as intelligence, security & oversight support. Decision Technologies, Inc. has extensive experience in RF systems & missile sensors development, production transition, quality and reliability assessment, test & evaluation. We also have extensive expertise and involvement in intelligence analysis, strategic planning, and policy support. We match our capabilities to the needs of our customers to develop advanced technologies, deploy cutting edge sensor and combat systems, and deliver high-quality professional services. Join an experienced team providing exceptional support and leadership for our National interests.

Position:	Business Financial Management (BFM) Program Analyst
Salary Range:	Commensurate with experience
Location:	Washington, DC
Position Status:	Full Time
Clearance:	Active Secret Clearance
Education Level:	Associate's Degree
Relevant Work Experience:	Minimum of one (1) year of experience in providing financial management support to Navy Programs.
Other Requirements:	US Citizen

Position Description:

The Program Analyst will provide technical and administrative support pertaining to the development, maintenance, evaluation, and improvement processes, systems, and documentation. Conducts research and analysis of program requirements, procedures, performance, schedule and risks. Coordinates project documentation and maintains technical libraries in a web-enabled environment for inter connectivity and data sharing. Ensures developed systems, policies and procedures across operational objectives meet program requirements. Participates in technical studies, design meetings and activities, program reviews, and conferences. Develops and reviews briefing materials, technical manuals and publications, and process documentation.

In support of NAVSEA-05, these duties include:

- Provide Business Financial Management (BFM) support in in NAVSEA 05H.
- Support the planning, execution, and reconciliation of Program funds.
- Provide appropriation financial planning and analysis, and financial execution and reconciliation efforts.
- Assist in budget execution to include generation of funding documents for all appropriations and maintenance of relevant financial systems including Navy Enterprise Resource Planning (N-ERP).
- Track commitments, obligations, and expenditures with ERP to ensure performers are meeting periodic targets.
- Prepare and manage Task Planning Sheets.

- Develop, execute, and maintain spend plans.
- Interface with personnel, field activities, contractors, and other NAVSEA, PEO and PARM managers.
- Coordinate, consolidate, and analyze multiple financial and programmatic data calls.
- Ensure timely and accurate submission of a vast array of data and sources.
- Assist with the preparation of financial presentations as directed.

Experience Requirements

- Current Secret clearance is required
- Minimum of one (1) year of experience in providing financial management support to Navy Programs
- Experience with NAVSEA financial policies & procedures
- Significant organizational skills with an ability to communicate effectively orally and in writing
- Must have ability to collaborate with team members, multitask, and adapt to change
- Must have a professional image, proactive approach and commitment to achieve individual, team and company goals
- Strong proficiency in Microsoft Excel, Power Point, Word, and Outlook

Desired Experience:

- Associate's Degree
- ERP experience to include Purchase Request preparation and budget reconciliation a SIGNIFICANT advantage
- Understand planning and budgeting procedures

We Offer:

- Competitive Salaries and Benefits Package
- Medical, Dental and Vision Insurance
- 401(K)
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Vacation Time
- Advancement Opportunities
- Commuting Reimbursement