

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

Schedule 00CORP The Consolidated Schedule



CFO LEASING

3455 North Desert Drive

Building 3, Suite 208

East Point, Georgia 30344

Telephone: (404) 209-8959

Email: info@cfoleasing.com

Website: www.cfolinternational.com



HUBZone

GSA Contract Numbers: GS-00F-110CA

Period Covered by Contract: 04/17/2015 –04/16/2020

Special Item No. C520-11	Accounting
Special Item No. C520-12	Budgeting
Special Item No. C520-13	Complementary Financial Management Services
Special Item No. C520-15	Outsourcing Recurring Commercial Activities for Financial Management Services
Special Item No. C520-21	Program Management Services
Special Item No. C874-1	Integrated Consulting Services
Special Item No. C874-7	Integrated Business Program Support Services

Products and ordering information in this Authorized Consolidated Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule For: CFO Leasing, Inc.
Schedule Title: The Consolidated Schedule
Federal Supply Group: 00CORP
Contract Number: GS-00F-110CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at
<http://www.gsa.gov/schedules-ordering>

Contract Period: (April 17, 2015 – April 16, 2020)

Contractor: CFO Leasing, Inc.
3455 North Desert Drive, Suite 208
East Point, GA 30344 5725

Business Size: Small | Disadvantaged | Veteran Owned | Service-Disabled | HUBZone Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (404) 209-8959
FAX Number: (866) 280-1718
Web Site: www.cfolinternational.com
E-mail: info@cfoleasing.com
Contract Administration: Kevin Grimes

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
C520-11	C520-11RC	Accounting
C520-12	C520-12RC	Budgeting
C520-13	C520-13RC	Complementary Financial Management Services
C520-15	C520-15RC	Outsourcing Recurring Commercial Activities for Financial Management Services
C520-21	C520-21RC	Program Management Services
C874-1	C874-1RC	Integrated Consulting Services
C874-7	C874-7RC	Integrated Business Program Support Services



- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor



13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Same as company address

15. Warranty provision.: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 831319665

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Site	Year 1
C874-1, 874-7	Program Manager	Both	\$171.02
C874-1, 874-7	Project Manager	Both	\$122.15
C874-1, 874-7	Sr. Management Consultant	Both	\$195.46
C874-1, 874-7	Management Consultant	Both	\$87.95
C874-1, 874-7	Information Specialist	Both	\$169.75
C874-1, 874-7	Sr. Researcher	Both	\$131.93
C874-1, 874-7	Researcher	Both	\$97.73
C874-1, 874-7	Sr. Facilitator	Both	\$122.16
C874-1, 874-7	Facilitator	Both	\$89.67
C874-1, 874-7	Grants/Acquisition Specialist II	Both	\$87.95
C874-1, 874-7	Grants/Acquisition Specialist I	Both	\$58.64
C874-1, 874-7	Sr. Economist	Both	\$102.61
C874-1, 874-7	Economist	Both	\$73.30



C874-1, 874-7	Sr. Financial Analyst	Both	\$136.82
C874-1, 874-7	Analyst II/Consultant II	Both	\$72.75
C874-1, 874-7	Analyst I/Consultant I	Both	\$48.50
C874-1, 874-7	Technical Writer III	Both	\$87.95
C874-1, 874-7	Technical Writer II	Both	\$73.30
C874-1, 874-7	Technical Writer I	Both	\$58.20
C874-1, 874-7	Research Assistant	Both	\$48.86
C874-1, 874-7	Project Assistant	Both	\$39.90
C874-1, 874-7	Administrative Assistant	Both	\$39.90
C520-11, C520-12, C520-13, C520-15, C520-21	Partner / Principal	Both	\$271.38
C520-11, C520-12, C520-13, C520-15, C520-21	Information Specialist	Both	\$189.97
C520-11, C520-12, C520-13, C520-15, C520-21	Senior Auditor	Both	\$189.97
C520-11, C520-12, C520-13, C520-15, C520-21	Auditor	Both	\$135.69
C520-11, C520-12, C520-13, C520-15, C520-21	Financial Analyst III	Both	\$151.97
C520-11, C520-12, C520-13, C520-15, C520-21	Financial Analyst II	Both	\$124.84
C520-11, C520-12, C520-13, C520-15, C520-21	Financial Analyst I	Both	\$97.70
C520-11, C520-12, C520-13, C520-15, C520-21	Senior Accountant	Both	\$97.70
C520-11, C520-12, C520-13, C520-15, C520-21	Staff Accountant	Both	\$70.56
C520-11, C520-12, C520-13, C520-15, C520-21	Jr. Accountant	Both	\$54.28
C520-11, C520-12, C520-13, C520-15, C520-21	Technical Writer III	Both	\$97.70
C520-11, C520-12, C520-13,	Technical Writer II	Both	\$81.41

C520-15, C520-21			
C520-11, C520-12, C520-13, C520-15, C520-21	Technical Writer I	Both	\$65.13
C520-11, C520-12, C520-13, C520-15, C520-21	Administrative Assistant	Both	\$44.32

28. Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Project Assistant	01020 - Administrative Assistant	05-2133
Administrative Assistant	01312 - Secretary II	05-2133
Project Assistant	01020 - Administrative Assistant	05-2133
Administrative Assistant	01312 - Secretary II	05-2133

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

29. Labor Descriptions

Commercial Labor Category	Minimum General Experience	Functional Responsibility	Educational Requirements
Program Manager	7 or more years of project management experience	Directs multiple work streams and oversees the work of program personnel including, but not limited to, other Program and Project Manager(s), Team Lead(s), and/or Team Member(s). Directs the completion of projects, provides oversight and executive level management to overall contract operations. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders. Ensures quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, and provides risk management.	Bachelor's Degree in related business discipline
Project Manager	5 or more years of project management experience	Leads and directs project personnel, including but not limited to, Team Leads and Team Members. May review the work of other Project Managers and/or oversee multiple engagements. Responsible for day-to-day management of contract support operations. Manages the project schedule, cost and risk management, and delivery of the project. Provides technical guidance to the project team in performance of work. Responsible for staffing, project planning, project financials, and staff direction and oversight.	Bachelor's Degree in related business discipline



Sr. Management Consultant	6 years intensive experience demonstrating the required proficiency levels related to task	Manages the project work as defined by the client contract. Leads medium to large complex projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations. Ensures that the project delivers to client expectations on time and on budget. Possesses expert knowledge of practice, consulting group, and matrixes organization operations and business objectives in addition to in depth knowledge of market/industry and service line.	Bachelor's degree in related business discipline
Management Consultant	5 years experience demonstrating the required proficiency levels related to task	Leads major portions of large or medium projects, and leads small projects autonomously. Gathers facts through research, interviewing, surveys, etc. Analyzes the client's business, draws conclusions, prepares final reports, and presents information. Uses in depth consultative skills and business knowledge implement business objectives and processes.	Bachelor's degree in related business discipline
Information Specialist	6 years related work experience	Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.	Bachelor's Degree in Subject area or related discipline and certifications/expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes
Senior Researcher	5 years experience in a research role or closely related discipline	Partners with project and client teams to craft research plans tailored to project goals. Moderate traditional user-facing research (such as in-depth interviews and focus groups) as well as user experience research such as card sorts and usability testing. Analyzes data and observations and crafts findings into compelling and goal-oriented reports and briefs, and presents that work to project and client teams. Assists in the evaluation and selection of research vendors and freelancers. Contributes to thought leadership by participating in internal research projects, writing blog posts research summaries.	Bachelor's degree in related discipline
Researcher	2 years experience in a research role or closely related discipline	Conducts research tasks assigned by more senior numbers of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects analyzes and summarizes data. Contributes to client reports as directed including documentation preparation, writing editing, production coordination and graphics.	Bachelor's degree in related discipline
Sr. Facilitator	3 years experience in a training role or related discipline	Delivers and/or facilitates training in the classroom or work setting using a variety of training aids and techniques. Coordinates various training related tasks to assure trainees are achieving adequate levels of learning. Maintains and continually develops skills related to the expertise required to perform training responsibilities. Works with training staff to evaluate courses and suggest curriculum changes and improvements as needed. Facilitates multiple courses as required. Improves training processes with modifications to materials, methods and various evaluation techniques.	Bachelor's Degree in Education, Business, or related discipline is required



Facilitator	1 years experience in a training role or related discipline	Prepares and understands the stated course objectives prior to instructing. Communicates the course content to the students within the scheduled class hours. Provides a classroom environment that reinforces course objectives, promotes learning of the subject matter, and creates a positive learning experience generating maximum student participation, comprehension, and learning. Uses expertise and personal experience to supplement or enhance course materials to the extent to which they contribute to course objectives. Completes all pre-course coordination; evaluates course content, delivery effectiveness, and personal performance; and submits promptly written evaluations and reports. Participates effectively in maintenance and development of existing and new courses.	Bachelor's Degree in Education, Business, or related discipline is required
Grants/Acquisition Specialist II	6 years experience demonstrating the required proficiency levels related to task	Provides expertise in acquisition/grant, contracting and program management. Demonstrates expertise planning and executing programs and projects to support client or agency mission needs in acquisition/grant management, contracting, and portfolio/program/project management. ability to provide leadership and expertise in performance based acquisition/grant management theories, implementation and oversight. Provides supervisory responsibility for multiple complex programs and projects. Utilizes program management principles, concepts, and techniques to deploy innovative solutions to complex problems. Provides expert advice, assistance or guidance in support of programs and projects. Lead multidisciplinary teams; balance the interest, needs and requirements of all stakeholders and possess superior leadership experience of complex projects. Ability and experience providing training/teaching of acquisition/grant management and procurement.	Bachelor's Degree in Management or related discipline
Grants/Acquisition Specialist I	2 years experience demonstrating the required proficiency levels related to task	Provides support in acquisition/grant, contracting and program management. Utilizes experience, abilities, and knowledge in planning and executing programs and projects to support client or agency mission needs in acquisition/grant management, contracting, and portfolio/program/project management. demonstrates knowledge and/or experience in performance based acquisition management theories, implementation and oversight. Ability and experience providing training/teach of acquisition/grant management and procurement.	Associate's Degree in Management or related discipline
Senior Economist	7 years experience in research and/or publishing	Analyzes data and develops original research publications. Manages junior research staff and research interns. Maintains and facilitates communications among national and international collaborators. Represents the program at conferences and meetings. Supports the Program Manager and is familiar with the day-to-day operations.	Master's Degree in Economics, Public Policy Analysis, or related discipline
Economist	5 years experience in a research and/or publishing	Provides analytic support to senior staff researchers conducting health economics and health services research. Conducts project tasks under the direction of more senior members while developing an in-depth understanding of critical policy issues. Also becomes proficient with the various analytical tools used in economics and research and consulting.	Bachelor's Degree in Economics or a related discipline

Sr. Financial Analyst	6 years experience in general consulting or business process/improvement consulting	Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.	Bachelor's degree in related business discipline, or expert education/experience within subject matter area(s)
Analyst II / Consultant II	4 years experience in general consulting or business process/improvement consulting	Provides specialized experience in process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.	Bachelor's degree in related business discipline, or expert education/experience within subject matter area(s)
Analyst I / Consultant I	2 years experience in general consulting or business process/improvement consulting	Applies technical and/or analytical approaches to solve client issues and experience in technical tasks such as system and network administration, architecture, database installation, configuration, design and administration, ERP application implementation, configuration, and customization, or similar activities. Contributes to research and design activities. Provides input to methodology.	Bachelor's degree in related business discipline, or expert education/experience within subject matter area(s)
Technical Writer III	6 years of experience performing technical writing/editing functions including performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.	Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.	Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline or equivalent combination of education and experience.

Technical Writer II	4 years of experience performing technical writing/editing functions including performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.	Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.	Bachelor’s Degree in Information Technology Journalism, English, Technical Writing, or related discipline or equivalent combination of education and experience.
Technical Writer I	2 years of experience performing technical writing/editing functions	Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.	High School Diploma or equivalent
Research Assistant	3 years experience as a research assistant or in technical administrative support role	Assists experienced professionals in a variety of research and analysis tasks by collecting, compiling and checking data using standard practices and techniques in the discipline(s) of specialization. Under close supervision, may perform computer modeling, simulation or simple forecasting using standard software packages. Learns to apply specialized quantitative and/or qualitative analysis techniques and methods. Works on assignments that are simple to moderately complex under close supervision, implementing standard policies and procedures.	High School Diploma or equivalent
Project Assistant	2 years experience in specialized administration and preparation of technical reports, documents, and coordination of support activities	Coordinates to facilitate completion of projects. Provides direct support to Program Manager by maintaining files, arranging schedules, coordinating seminars or meetings, preparing correspondence, and other coordination activities in support of a project or deliverable.	High School Diploma or equivalent
Administrative Assistant	2 years experience in an office environment providing project support	Provides general-purpose administrative and clerical support for project tasks. Duties may include word-processing, graphics, desktop publishing, editing, meeting coordination and facilitation, answering telephones, photocopying, coordination of communications materials and additional tasks. Meeting coordination centers around a series of continuous, ad hoc and regular meetings for various working groups. Duties also include regular tasks defined at point of need. These may include some presentation drafts and editing/proofreading of documents, presentations or other meeting materials and miscellaneous administrative tasks.	High School Diploma or equivalent



<p>Partner / Principal - Accounting</p>	<p>10 years of applicable financial, business and/or industry consulting experience</p>	<p>Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.</p>	<p>Bachelor's degree in related business or technical discipline</p>
<p>Information Specialist - Accounting</p>	<p>6 years relatedwork experience</p>	<p>Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.</p>	<p>Bachelors Degree in Subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes</p>
<p>Senior Auditor - Accounting</p>	<p>6 years experience in Accounting / Financial Management and knowledge of GAAP</p>	<p>Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Auditor - Accounting</p>	<p>4 years experience in Accounting / Financial Management and knowledge of GAAP</p>	<p>Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>

<p>Financial Analyst III - Accounting</p>	<p>8 years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor</p>	<p>Serves as a leader ensuring that analysts are working systematically to integrate business, cost estimating, and financial management processes. Formulates strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards accounting principles, internal controls, and multi tiered system application standards. Understands the connection between financial management requirements and automated solutions while considering the current environment and the potential integration of additional systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares status reports and presentations for colleagues, subordinates, and end users.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Financial Analyst II - Accounting</p>	<p>5 years financial management experience</p>	<p>Supports the formulation of strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Understands the process related to the allocation, execution and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Ensures timely completion of projects and assists with preparation of milestone reports. Familiar with activity based costing, business case analysis, and outsourcing requirements.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Financial Analyst I - Accounting</p>	<p>2 years of financial management experience</p>	<p>Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Senior Accountant - Accounting</p>	<p>6 years experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements</p>	<p>Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.</p>	<p>Bachelors Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications</p>

<p>Staff Accountant - Accounting</p>	<p>4 years of related work experience with working knowledge of Federal Financial Regulations.</p>	<p>Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.</p>	<p>Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.</p>
<p>Jr. Accountant - Accounting</p>	<p>2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.</p>	<p>Performs accounting and account reconciliation tasks. Trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.</p>	<p>Associate/2 year degree in accounting or applicable accounting and financial experience training</p>
<p>Technical Writer III - Accounting</p>	<p>6 years of experience performing technical writing/editing functions</p>	<p>Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.</p>	<p>Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline</p>
<p>Technical Writer II - Accounting</p>	<p>4 years of experience performing technical writing/editing functions</p>	<p>Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.</p>	<p>Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline</p>
<p>Technical Writer I - Accounting</p>	<p>2 years of experience performing technical writing/editing functions</p>	<p>Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.</p>	<p>High School Diploma or equivalent</p>



Administrative Assistant - Accounting	2 years experience in office environment providing support	Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments	High School Diploma or equivalent
Partner / Principal - Budgeting	10 years of applicable financial, business and/or industry consulting experience	Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.	Bachelor's degree in related business or technical discipline
Information Specialist - Budgeting	6 years related work experience	Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.	Bachelors Degree in Subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes
Senior Auditor - Budgeting	6 years experience in Accounting/Financial Management and knowledge of GAAP	Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.	Bachelors Degree required in accounting, finance or a related discipline



<p>Auditor - Budgeting</p>	<p>4 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Financial Analyst III - Budgeting</p>	<p>8 years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor</p>	<p>Serves as a leader ensuring that analysts are working systematically to integrate business, cost estimating, and financial management processes. Formulates strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards accounting principles, internal controls, and multi tiered system application standards. Understands the connection between financial management requirements and automated solutions while considering the current environment and the potential integration of additional systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares status reports and presentations for colleagues, subordinates, and end users.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Financial Analyst II - Budgeting</p>	<p>5 years financial management experience</p>	<p>Supports the formulation of strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Understands the process related to the allocation, execution and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Ensures timely completion of projects and assists with preparation of milestone reports. Familiar with activity based costing, business case analysis, and outsourcing requirements.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>



<p>Financial Analyst I - Budgeting</p>	<p>2 years of financial management experience</p>	<p>Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Senior Accountant - Budgeting</p>	<p>6 years experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements</p>	<p>Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.</p>	<p>Bachelors Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications</p>
<p>Staff Accountant - Budgeting</p>	<p>4 years of related work experience with working knowledge of Federal Financial Regulations.</p>	<p>Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.</p>	<p>Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.</p>

Jr. Accountant - Budgeting	2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.	Performs accounting and account reconciliation tasks. Trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.	Associate/2 year degree in accounting or applicable accounting and financial experience training
Technical Writer III - Budgeting	6 years of experience performing technical writing/editing functions	Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.	Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline
Technical Writer II - Budgeting	4 years of experience performing technical writing/editing functions	Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.	Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline
Technical Writer I - Budgeting	2 years of experience performing technical writing/editing functions	Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.	High School Diploma or equivalent
Administrative Assistant - Budgeting	2 years experience in office environment providing support	Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments	High School Diploma or equivalent
Partner / Principal - CFMS	10 years of applicable financial, business and/or industry consulting experience	Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.	Bachelor's degree in related business or technical discipline



<p>Information Specialist - CFMS</p>	<p>6 years related work experience</p>	<p>Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.</p>	<p>Bachelors Degree in Subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes</p>
<p>Senior Auditor - CFMS</p>	<p>6 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Auditor - CFMS</p>	<p>4 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>



<p>Financial Analyst III - CFMS</p>	<p>8 years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor</p>	<p>Serves as a leader ensuring that analysts are working systematically to integrate business, cost estimating, and financial management processes. Formulates strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards accounting principles, internal controls, and multi tiered system application standards. Understands the connection between financial management requirements and automated solutions while considering the current environment and the potential integration of additional systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares status reports and presentations for colleagues, subordinates, and end users.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Financial Analyst II - CFMS</p>	<p>5 years financial management experience</p>	<p>Supports the formulation of strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Understands the process related to the allocation, execution and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Ensures timely completion of projects and assists with preparation of milestone reports. Familiar with activity based costing, business case analysis, and outsourcing requirements.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Financial Analyst I - CFMS</p>	<p>2 years of financial management experience</p>	<p>Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Senior Accountant - CFMS</p>	<p>6 years experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements</p>	<p>Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.</p>	<p>Bachelors Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications</p>

<p>Staff Accountant - CFMS</p>	<p>4 years of related work experience with working knowledge of Federal Financial Regulations.</p>	<p>Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.</p>	<p>Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.</p>
<p>Jr. Accountant - CFMS</p>	<p>2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.</p>	<p>Performs accounting and account reconciliation tasks. Trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.</p>	<p>Associate/2 year degree in accounting or applicable accounting and financial experience training</p>
<p>Technical Writer III - CFMS</p>	<p>6 years of experience performing technical writing/editing functions including performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.</p>	<p>Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.</p>	<p>Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline</p>

Technical Writer II - CFMS	4 years of experience performing technical writing/editing functions including performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.	Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.	Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline
Technical Writer I - CFMS	2 years of experience performing technical writing/editing functions	Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.	High School Diploma or equivalent
Administrative Assistant - CFMS	2 years experience in office environment providing support	Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments	High School Diploma or equivalent
Partner / Principal - Audit	10 years of applicable financial, business and/or industry consulting experience	Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.	Bachelor's degree in related business or technical discipline
Information Specialist - Audit	6 years related work experience	Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.	Bachelors Degree in Subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes



<p>Senior Auditor - Audit</p>	<p>6 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Auditor - Audit</p>	<p>4 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Senior Accountant - Audit</p>	<p>6 years experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements</p>	<p>Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.</p>	<p>Bachelors Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications</p>

Sr. Facilitator - Audit	3 years experience in a training role or related discipline	Delivers and/or facilitates training in the classroom or work setting using a variety of training aids and techniques. Coordinates various training related tasks to assure trainees are achieving adequate levels of learning. Maintains and continually develops skills related to the expertise required to perform training responsibilities. Works with training staff to evaluate courses and suggest curriculum changes and improvements as needed. Facilitates multiple courses as required. Improves training processes with modifications to materials, methods and various evaluation techniques.	Bachelor's Degree in Education, Business, or related discipline is required
Facilitator - Audit	1 years experience in a training role or related discipline	Prepares and understands the stated course objectives prior to instructing. Communicates the course content to the students within the scheduled class hours. Provides a classroom environment that reinforces course objectives, promotes learning of the subject matter, and creates a positive learning experience generating maximum student participation, comprehension, and learning. Uses expertise and personal experience to supplement or enhance course materials to the extent to which they contribute to course objectives. Completes all pre-course coordination; evaluates course content, delivery effectiveness, and personal performance; and submits promptly written evaluations and reports. Participates effectively in maintenance and development of existing and new courses.	Bachelor's Degree in Education, Business, or related discipline is required
Technical Writer I - Audit	2 years of experience performing technical writing/editing functions	Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.	High School Diploma or equivalent
Administrative Assistant - Audit	2 years experience in office environment providing support	Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments	High School Diploma or equivalent
Partner / Principal - FMS	10 years of applicable financial, business and/or industry consulting experience	Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.	Bachelor's degree in related business or technical discipline



<p>Information Specialist - FMS</p>	<p>6 years related work experience</p>	<p>Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.</p>	<p>Bachelors Degree in Subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes</p>
<p>Senior Auditor - FMS</p>	<p>6 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Auditor - FMS</p>	<p>4 years experience in Accounting/Financial Management and knowledge of GAAP</p>	<p>Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>

<p>Financial Analyst III - FMS</p>	<p>8 years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor</p>	<p>Serves as a leader ensuring that analysts are working systematically to integrate business, cost estimating, and financial management processes. Formulates strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards accounting principles, internal controls, and multi tiered system application standards. Understands the connection between financial management requirements and automated solutions while considering the current environment and the potential integration of additional systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares status reports and presentations for colleagues, subordinates, and end users.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Financial Analyst II - FMS</p>	<p>5 years financial management experience</p>	<p>Supports the formulation of strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Understands the process related to the allocation, execution and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Ensures timely completion of projects and assists with preparation of milestone reports. Familiar with activity based costing, business case analysis, and outsourcing requirements.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Financial Analyst I - FMS</p>	<p>2 years of financial management experience</p>	<p>Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Senior Accountant - FMS</p>	<p>6 years experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements</p>	<p>Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.</p>	<p>Bachelors Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications</p>



<p>Staff Accountant - FMS</p>	<p>4 years of related work experience with working knowledge of Federal Financial Regulations.</p>	<p>Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.</p>	<p>Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.</p>
<p>Jr. Accountant - FMS</p>	<p>2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.</p>	<p>Performs accounting and account reconciliation tasks. Trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.</p>	<p>Associate/2 year degree in accounting or applicable accounting and financial experience training</p>
<p>Technical Writer III - FMS</p>	<p>6 years of experience performing technical writing/editing functions including performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.</p>	<p>Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.</p>	<p>Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline</p>



Technical Writer II - FMS	4 years of experience performing technical writing/editing functions including performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.	Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.	Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline
Technical Writer I - FMS	2 years of experience performing technical writing/editing functions	Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.	High School Diploma or equivalent
Administrative Assistant - FMS	2 years experience in office environment providing support	Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments	High School Diploma or equivalent
Partner / Principal - PM	10 years of applicable financial, business and/or industry consulting experience	Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.	Bachelor's degree in related business or technical discipline
Information Specialist - PM	6 years related work experience	Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.	Bachelors Degree in Subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes



<p>Senior Auditor - PM</p>	<p>6 years experience in Accounting/Fina ncial Management and knowledge of GAAP</p>	<p>Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Auditor - PM</p>	<p>4 years experience in Accounting/Fina ncial Management and knowledge of GAAP</p>	<p>Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>
<p>Financial Analyst III - PM</p>	<p>8 years of financial management exp erience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor</p>	<p>Serves as a leader ensuring that analysts are working systematically to integrate business, cost estimating, and financial management processes. Formulates strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards accounting principles, internal controls, and multi tiered system application standards. Understands the connection between financial management requirements and automated solutions while considering the current environment and the potential integration of additional systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares status reports and presentations for colleagues, subordinates, and end users.</p>	<p>Bachelors Degree required in accounting, finance or a related discipline</p>

<p>Financial Analyst II - PM</p>	<p>5 years financial management experience</p>	<p>Supports the formulation of strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Understands the process related to the allocation, execution and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Ensures timely completion of projects and assists with preparation of milestone reports. Familiar with activity based costing, business case analysis, and outsourcing requirements.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Financial Analyst I - PM</p>	<p>2 years of financial management experience</p>	<p>Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.</p>	<p>Bachelor's degree in Finance or a related business discipline</p>
<p>Senior Accountant - PM</p>	<p>6 years experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements</p>	<p>Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.</p>	<p>Bachelors Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications</p>
<p>Staff Accountant - PM</p>	<p>4 years of related work experience with working knowledge of Federal Financial Regulations.</p>	<p>Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.</p>	<p>Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.</p>

<p>Jr. Accountant - PM</p>	<p>2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.</p>	<p>Performs accounting and account reconciliation tasks. Trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.</p>	<p>Associate/2 year degree in accounting or applicable accounting and financial experience training</p>
<p>Technical Writer III - PM</p>	<p>6 years of experience performing technical writing/editing functions including performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.</p>	<p>Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.</p>	<p>Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline</p>
<p>Technical Writer II - PM</p>	<p>4 years of experience performing technical writing/editing functions including performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.</p>	<p>Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.</p>	<p>Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline</p>
<p>Technical Writer I - PM</p>	<p>2 years of experience performing technical writing/editing</p>	<p>Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.</p>	<p>High School Diploma or equivalent</p>



	functions		
Administrative Assistant - PM	2 years experience in office environment providing support	Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments	High School Diploma or equivalent

DEGREE	DEGREE AND EXPERIENCE SUBSTITUTION	RELATED EXPERIENCE SUBSTITUTION
		In general, two years project related experience may be substituted for each year short of the required degree. Unless otherwise specified in the job description.
Associate's	High School Diploma + 4 Years	4 Years
Bachelor's	Associate's + 4 Years	8 Years
Master's	Bachelor's + 4 Years	12 Years
Doctorate	Master's + 4 Years	16 Years