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### **Resource Manager**

Position ID: 2016 – EM– 611

Position Location: Springfield, VA

Duration of Position: Full-Time

Security Clearance **(TS/SCI Clearance REQUIRED)**  
TS/SCI with Polygraph (have or obtainable)

Need Date: Immediate

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**Intelligence Consulting Enterprise Solutions, INC. is looking for a Resource Manager.**

### **Description:**

Provide support by tracking, monitoring, and informing the organization's financial, budgetary, and contractual requirements.

### **Duties include:**

- Participate in review, control, and reporting on financial obligations and expenditures.
- Prepare, when directed, appropriate purchase documents and take actions needed to ensure the recording of fund commitments and obligations.
- Prepare and analyze financial statements, records and reports, and examine individual accounts to ensure that they fairly show each activity's financial position.
- Perform a variety of calculations and financial record-keeping utilizing databases and spreadsheets to verify accuracy of financial and numerical data and follow-up on issues of inaccuracy and discrepancy.
- Maintain budget records, post target increases and decreases, and track commitments and obligations according to established procedures; verify proper authorization, account codes, and availability of funds.
- Be efficient and effective in creating budget-related spreadsheets.
- Track and chart obligation/financial plans.
- Link various object classes and other forms of budget data among workbooks and worksheets, to a comprehensive summary spreadsheet.
- Monitor and make recommendations concerning changes in funding and program plans, based on careful analysis and consideration of program requirements, policies, sources, and types of funding.
- Prepare budget estimates and financial plans using practical, proven methodologies, carry out all budget execution activities according to regulation, and participate in developing and recommending budget alternatives.
- Work with the government analyst, program managers, subject-matter experts, and staff officials to develop and recommend budget and execution alternatives and to assess program performance.
- Translate program projections and work plans into logical, reasonable, and executable budget spend plan.
- Assist in formulation of budget and cost estimates in support of major program activities, including Program Objective Memorandum (POM), Budget Estimate Submission (BES), and execution year financial plan.



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**Required Qualifications:**

- Detailed knowledge of DoD and Intelligence Community missions, programs and budgets.
- In-depth knowledge of the various U.S. Intelligence Funding Programs. (must provide examples)
- In-depth knowledge and expertise in justifying intelligence programs and budgets and in resolving intelligence resource management issues. This expertise includes a clear understanding of how to prepare and present complex issues successfully.
- Ability to formulate budget and cost estimates in support of major program activities, including Program Objective Memorandum (POM), Budget Estimate Submission (BES), Congressional Budgetary Justification Book (CBJB), and execution year financial plan.
- Understanding in key budget execution processes, including funds control, and fund transfers (Military Interdepartmental Purchase Requests).
- Understanding of fund execution policies for principal DoD appropriations - O&M, RDT&E and Procurement.
- Analyzing and interpreting complex budget and execution data.
- Detailed knowledge of DoD and IC contracting and resource processes, rules, and guidelines

An active TS/SCI clearance is a minimum requirement for this position.

**Desirable Qualifications:**

- Understanding of the role of the Defense Finance and Accounting Service in controlling and executing funds for a Service major command or a Defense Agency.
- Knowledge of the Intelligence Community budgetary processes and execution. (Must provide examples)
- Detailed knowledge of Customer's core analytic mission and how its programs, budgets, and contract resources support that mission