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Senior Business & Financial Manager

Active DoD Secret Clearance Required

Full Time Location: Washington Navy Yard

Compensation Depends on Experience and Education

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STARGATES, INC is an exciting, growing professional and engineering services business with excellent benefits. We are searching for a creative and exceptional individual. *This is a great opportunity to grow with an expanding company.*

This full time position includes the following basic areas:

- A) Provide senior business financial management (BFM) and PPBE support for a Navy Program Office.
- B) Manage and lead all aspects of financial planning and management & PPBE support from daily financial execution to long range budgetary planning.
- C) Work on all areas of financial management, coordinating all efforts internally with several groups and preparing financial review presentations.
- D) Prepare Program Objective Memorandum (POM) and Program Review (PR) submissions and detailed support briefings.
- E) Work with planning and execution of the midyear and end of year budget reviews by the Comptroller of the Navy (NAVCOMPT) and field activities. Prepare briefing materials for the President's Budget. Work with the Acquisition Sponsors.
- F) Build Budget Exhibits, P-sheets, and supporting issue papers. Provide rapid responses to short budget drills.
- G) Track activities of government agencies receiving funding and review field activity Individual Task Planning Sheets (ITPS).
- H) Work on Navy financial systems, such as COBRA/STARS, AutoDoc, PRISMS, SPS and logistics spares database.
- I) Provide business, Cost Estimating, Financial Management and auditing support.

Professional requirements

- A) College degree
- B) Prior financial experience in support of a DoD acquisition program office.
- C) Former DoD (especially Navy) experience highly desirable (military or civilian).
- D) Verbal, written, briefing and communication skill; Expert in Microsoft Office 2003