Dextera Corporation, a woman-owned small business, provides quality professional services to Government customers and contractors. Incorporated in Virginia, Dextera is a leading provider of program management for records, document, quality assurance, and industrial facilities management.

Business Size: Small Business, Woman Owned Small Business

Federal Supply Schedule Price List

Schedule: Consolidated Multiple Award Schedule

541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541214 Payroll Services
541219 Budget and Financial Management Services

GSA Contract #GS-02F-0061X

Pricelist current through Modification #PO-0025 dated November 30, 2020
Contract Period: January 3, 2021–January 2, 2026
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services; 541214 - Payroll Services; 541219 - Budget and Financial Management 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. N/A

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. Please see GSA Pricing Table and Labor Category descriptions provided below.

2. Maximum order. $1,000,000

3. Minimum order. $100

4. Geographic coverage (delivery area). Domestic US delivery only.

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price. Discounts already deducted from Price List. See below.

7. Quantity discounts. None offered.


9a. Notification that Government purchase cards are accepted at or below 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 micro purchase threshold

10. Foreign items (list items by country of origin). None

11a. Time of delivery. (Contractor insert number of days.) Task order specific.

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor
12. **F.O.B. point(s).** Destination

13a. **Ordering address(es).** Same as company address.

13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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

15. **Warranty provision.** N/A

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. **Special attributes such as 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. contractor’s website or other location.)** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. **Data Universal Number System (DUNS) number.** 557573891

26. **Notification regarding registration in SAM database.** Updated
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<th>Escalation</th>
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<th>2022</th>
<th>2023</th>
<th>2024</th>
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<td>Trainer</td>
<td>2.45%</td>
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</table>
**Labor Categories**

**Administrative Assistant**

**Position Description:** This position will provide administrative support to executive staff with office and program management responsibilities to include budgeting, personnel records, and time and attendance reporting. Additional duties include: providing front desk coverage; scheduling appointments, making travel arrangements; maintaining visitor logs; assisting with time and attendance; composing correspondence; preparing materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc.; reading publications, regulations, and directives and referring for appropriate action; and preparing special reports, summaries, or replies to inquiries. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**Education Requirements:**

HS diploma Plus Specific Experience > 3 years

**Analyst**

**Position Description:** Works under general direction on complex business or technical projects. Responsible for conducting needs assessment, documenting requirements, information collection and identification of alternative methods. Coordinates with the Program Manager and Project lead to ensure problem solution and user satisfaction. Supports project activities including, but not limited to strategic planning, training development, problem solving, quality management, financial analysis, and business process reengineering. Duties include specification writing, presentation preparation, technical report creation, and other associated documents.

**Education Requirements:**

BS/BA Plus Specific Experience > 4 years
MS/MA Plus Specific Experience > 1 year

**Business Analyst**

**Position Description:** The Business Analyst supports the business management functions of client organizations. Conducts business and financial analysis including feasibility studies, economic analysis, cost-benefit studies, post implementation studies associated with regulatory business compliance. Assists with business process identification and business process improvement activities. Presents findings through the development of briefings, presentations, standard reports, and post-implementation evaluations. Performs systematic reviews of selected functions to determine application and design against defined requirements.
Consultant

Position Description: Consults with clients to regarding business processes and identifies needs or problems. Advises on developing business process improvements and how to develop solutions and procedures to improve departmental policies or workflow. Oversees the analysis of program goals and resource requirements. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

General Clerk II

Position Description: This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Education Requirements:
Enter level position. HS diploma.

General Clerk III

Position Description: This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Education Requirements:
HS diploma Plus Specific Experience > 2 years
Instructional Designer

**Position Description:** The Instructional Designer uses current and emerging technology to develop training material on a given subject matter. Provides technical leadership on complex projects. Plans, develops, and organizes systems and programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

**Education Requirements:**
BS/BA Plus Specific Experience > 5 years
MS/MA Plus Specific Experience > 3 years

IT Specialist

**Position Description:** Under general direction, formulates Information Technology recommendations and computing process improvements. Devises procedures to solve complex problems using computer equipment capacity and limitations, operating time, and form of desired results. Works from a list of detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of application and multimedia systems analysis and programming activities. May be responsible for completion of a project phase. Regularly provides guidance and training to less experienced analysts/programmers.

**Education Requirements:**
BS/BA Plus Specific Experience > 6 years
MS/MA Plus Specific Experience 3 Years

Junior Analyst

**Position Description:** The junior analyst performs project administrative duties include project support activities such as meeting coordination, preparation and publication of meeting minutes and fulfilling miscellaneous daily correspondence requirements of the project team. Additional duties may include making of travel arrangements for project related travel and filing associated documentation. May compile and type reports, letters, memos, proposals manuals and cost estimates form draft format and shall have capability to integrate graphics and text into cohesive complete finished documents. Skills include preparation of documents with proper spelling, punctuation, compo position and format. Utilizing relevant data the administrative specialist shall maintain an indexed file system of the full range of technical and non-technical material. Skill shall include a proficient knowledge of computer, printer and plotter operation.
Education Requirements:
High School Plus Specific Experience > 3 years
AS Plus Specific Experience > 1 year

Management Consultant

Position Description: Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. May specialize in administration, management, communications or other requirements of the organization. Advises on administrative assignments and on how to develop solutions and procedures to improve departmental policies or workflow. Oversees the analysis of program goals and resource requirements. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Education Requirements:
Management Consultant
BS/BA Plus Specific Experience > 8 years
MS/MA Plus Specific Experience > 5 years

Policy Analyst

Position Description: The Policy Analyst supports the policy development and policy decision making through the review of statutory and regulatory compliance issues on a specific topic. Conducts policy analysis in preparation for policy development and provides business recommendations for policy changes. Presents findings through the development of briefings, presentations, and standard reports.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Procurement Specialist

Position Description: Procurement Specialists work independently to support customer procurement activities. This knowledge of the Federal Acquisition Regulation (FAR), agency specific regulations, and have current and demonstrated experience with acquisition streamlining initiatives and reforms. Has knowledge agency acquisition approaches to include full and open competition; cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and are able to formulate the appropriate documentation for the various approaches. Will have experience supporting all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning,
solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.

**Education Requirements:**
BS/BA Plus Specific Experience > 5 years  
MS/MA Plus Specific Experience > 2 years

**Production Control Clerk**

**Position Description:** This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee timecards and post wage data on records used for preparation of payroll.

**Education Requirements:**
Associate Degree Plus Specific Experience > 2 years  
HS diploma Plus Specific Experience > 4 years

**Program Manager**

**Position Description:** Responsible for managing the technical and business aspects of large and/or multi-disciplined projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for managing performance requirements, cost, schedule and quality of multiple projects. Coordinates the technical and business aspects of projects with client personnel to ensure priorities are established and objectives are met. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose, and goals of the organization to subordinates.
Education Requirements:
BS/BA Plus Specific Experience > 10 years
MS/MA Plus Specific Experience > 7 years

Project Manager

Position Description: Responsible for managing the technical and business aspects projects of a single discipline projects. In addition to having the technical experience and qualifications in the respective field, the project manager must possess skills in project management including budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations- and coordinate all external (client and subcontractors) as well as internal functional requirements for the project.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Quality Analyst

Position Description: Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures. Develops and defines major and minor characteristics of quality including quality metrics. Conducts and/or participates in formal and informal reviews at pre-determined points through the development or project life cycle.

Education Requirements:
BS/BA Plus Specific Experience > 5 years
MS/MA Plus Specific Experience > 3 year

Quality Data Collector

Position Description: Follows established quality control collection methodologies to ensure compliance with quality assurance standards, guidelines and procedures. Conducts and/or participates in formal and informal reviews at pre-determined points through the development or project life cycle.

Education Requirements:
High School Plus Specific Experience > 3 years
AS Plus Specific Experience > 1 year
Quality Manager

Position Description: Responsible for the overall implementation of quality management systems for client organizations. Consults with clients to conduct quality needs analysis and define quality control, quality assurance and quality improvement activities. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Records Analyst

Position Description: The records analyst manages all aspects of an agency records management program. Must have experience in all phases of disposition per Federal regulations and guideline, including maintaining and scheduling records, retiring records to Federal Records Centers and transferring records to the National Archives. Assists with records schedule development, has experience in records review, records inventories, developing vital records schedules, and evaluation of existing records management procedures.

Education Requirements:
BS/BA Plus Specific Experience > 5 years
MS/MA Plus Specific Experience > 2 years

Records Clerk

Position Description: Has experience with records inventory and records disposition. Provides administrative level support for records movement and tracking and according to agency policy and procedure. Assists in records management life cycle activities including file creation, file room management activities, and file disposition. Assist with records review, records inventories, and evaluation of existing records management procedures.

Education Requirements:
High School Plus Specific Experience > 3 years
AS Plus Specific Experience > 1 year
Records Manager

Position Description: Establishes records management policies and procedures, provides records management training, and conducts records audits. Develops work plans, and leads teams of records analysts in the preparation of file audits and records schedules. Has experience managing all aspects of the records management life cycle and is expert at making Federal records disposition decisions. Understands and applies General Records Schedules and Agency Records Schedule authorities as necessary. Prepares agency records utilization reports and coordinates with records officers, records liaisons, and agency archivists. Performs the research and develops records disposition authorities.

Education Requirements:
BS/BA Plus Specific Experience > 6 years
MS/MA Plus Specific Experience > 3 years

Secretary III

Position Description: This position provides principal secretarial support in for mid-level managers. Typical duties include: scheduling appointments, making travel arrangements; maintaining visitor logs; assisting with time and attendance; composing correspondence; preparing materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc.; reading publications, regulations, and directives and referring for appropriate action; preparing special reports, summaries, or replies to inquiries; and advising secretaries of subordinate offices of new policies, directives, etc. The Secretary III uses judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations.

Education Requirements:
HS diploma Plus Specific Experience >1 year

Senior Procurement Specialist

Position Description: The Senior Procurement Specialist will have experience leading and managing other acquisition professionals and has demonstrated good organization skills and excellent communications skills. This position requires expert knowledge of the Federal Acquisition Regulation (FAR), agency specific regulations, and have current and demonstrated experience with acquisition streamlining initiatives and reforms. Has knowledge agency acquisition approaches to include full and open competition; cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and are able to formulate the appropriate documentation for the various approaches. Will have experience supporting all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.
**Education Requirements:**
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

**Subject Matter Expert**

**Position Description:** The Subject Matter Expert provides advice and/or expertise in support of a highly specialized functional or technical area. Consults with clients in a specific technical and/or functional guidance, drawing upon detailed expert knowledge of a specific area or function. May perform elaborate analyses and studies and develop strategic initiatives and benchmarks to measure performance. Develops executive level reports and makes presentations to management personnel and client representatives.

**Education Requirements:**
BS/BA Plus Specific Experience > 15 years
MS/MA Plus Specific Experience > 12 years

**Technical Writer**

**Position Description:** The technical writer position shall have experience in developing user manuals and technical specifications. The experience shall include the formatting of specifications and technical documents in a clear and consistent manner. A specification writer shall have the ability to create original documents, specification or reports and/or review, critique and revise existing documents as required. The technical writer shall possess organizational, written communication and technical “jargon” familiarity skills to be able to efficiently and accurately provide assistance to the project team. The technical writer shall have computer and software capabilities, such as desktop publishing and presentation software to effectively complete assigned tasks. Duties include specification writing, presentation preparation, technical report and narrative generation and other associated documents.

**Education Requirements:**
High School Plus Specific Experience > 5 years
BS/BA Plus Specific Experience > 3 years
MS/MA No experience

**Trainer**

**Position Description:** Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure the effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.
BS/BA Plus Specific Experience > 5 years
MS/MA Plus Specific Experience > 3 years

Accounting Clerk II

**Position Description:** This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

**Education Requirements:**
HS Plus Specific Experience 0-2 Years

Accounting Clerk III

**Position Description:** The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting processes.

**Education Requirements:**
HS Plus Specific Experience 1-3 Years

Lead Accounting Clerk

**Position Description:** Performs the functions of an accounting Clerk III in addition to team leadership. Plans and leads group special projects and prepares group reports. Provides guidance for day-to-day procedural or technical aspects of a project or program. Ensures all milestones and goal are met. Maintains fiscal stewardship over the project, ensuring the reasonable and prudent use of the allocated funds. Develops and project quality control processes and procedures. Prepares briefings and other materials and presents these to client staff. Maintains direct liaison with client leadership.
Education Requirements:
HS Plus Specific Experience 2-4 Years

Junior Accountant

Position Description: Prepares income and balance sheet statements, consolidated statements and various other accounting statements and reports; analyzes financial reports and records, making studies or recommendations relative to the accounting of reserves, assets, and the like; reviews and verifies the accuracy of journal vouchers accounting classifications assigned to various records and the like; assists in the performance of special studies and in developing or recommending the use of specific accounting methods and procedures. Uses computers to input, retrieve, or display accounting information. Supports the development of project and program briefings and studies.

Education Requirements:
BS/BA Plus Specific Experience > 4 Years

Accountant

Position Description: Prepares income and balance sheet statements, consolidated statements and various other accounting statement and reports; analyzes financial and reports records, making studies or recommendations relative to the accounting of reserves, assets and the like; reviews and verifies the accuracy of journal vouchers, accounting classifications assigned to various records and the like; conducts special studies and develops or recommends accounting methods and procedures, may instructor assign work to coordinate accounting matter with other organizations. Uses computers to input, retrieve, or display accounting information. Supervises other in performing similar activities. Supports the development of project and program briefing and studies.

Education Requirements:
BS/BA Plus Specific Experience > 6 Years

Senior Accountant

Position Description: Directs the work of subordinate accountants. Responsible for developing and promulgating technical guidance on work assignments and supervising subordinate accounting personnel. Performs audits to ensure compliance with regulatory accounting aspects. Must have knowledge of GAAP, GAAS, Federal regulations, guidelines, standards and concepts, or other client specified requirements. Conducts analysis, interprets, and consolidates accounting data in order to determine trends, and prepare forecasts. Prepares reports covering the status of accounting operations, identifying problem areas, and recommending effective solutions to resolve issues.

Education Requirements:
BS/BA Plus Specific Experience > 8 Years
Senior Program Manager

Position Description: Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Education Requirements:
BS/BA Plus Specific Experience > 8 Years