GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED MULTIPLE AWARD SCHEDULE PRICE LIST

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

SCHEDULE TITLE: MAS – Multiple Award Schedule

Contract Number: GS-23F-0096V

Contract Period: 09/15/2019 through 09/14/2024

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

Contractor’s Information:

Alexton Incorporated
8210 Cinder Bed Road, Suite 2
Lorton, VA 22079
Phone Number: 703-405-6745
Fax Number: 703-299-4188
Email: smarnell@alexton.com
Website: www.alexton.com

Contractor’s Point of Contact for Contract Administration:

Sophia Marnell
President
Phone Number: 703-405-6745
Email: smarnell@alexton.com

Business Size: Small

Price List current as of Modification PA-0029 effective 5/22/2020
Information for Ordering Activities:

1a. Table of Awarded Special Item Numbers (SIN's):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Budgeting and Financial Management Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model, Number and Price for each SIN: **Research Specialist $37.24**

1c. Hourly Rates: See pages 4 for labor rates

2. Maximum Order: SIN's 541219 & 541611 $1,000,000, SIN OLM $250,000

3. Minimum Order: $100


5. Point(s) of Production (city, county, and state or foreign country): N/A

6. Discount from List Prices or statement of Net Price: Government net prices

7. Quantity Discount(s): None

8. Prompt Payment Terms: 0.25% - 15 days, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9a. Government Purchase Cards are accepted below the micro-purchase threshold. Government Purchase Card is accepted.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: N/A
11a. Time of Delivery: 30 Days ARO
11b. Expedited Delivery: 15 Days ARO
11c. Overnight and 2-Day Delivery: N/A
11d. Urgent Delivery: Agencies can contact the Contractors representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB Point(s): Destination

13a. Ordering Address(es): 8210 Cinder Bed Road, Suite 2, Lorton, VA 22079
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): 8210 Cinder Bed Road, Suite 2, Lorton, VA 22079

15. Warranty Provision: N/A

16. Expert Packaging Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance ABOVE the micro-purchase level: Contact contractor for acceptance of larger orders

18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A

19. Terms and Conditions of Instillation: N/A

20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices (if applicable): N/A
20b. Terms and Conditions for any other services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A
24a. Special Attributes: N/A

24b. Section 508 Compliance: Yes, we are Section 508 compliant.

25. Data Universal Numbering System (DUNS) Number: 780763897

26. Notification Regarding Registration in System for Award Management (SAM): Contractor has an Active Registration in the SAM database

### GSA PRICE LIST

<table>
<thead>
<tr>
<th>SIN(s) Includes Recovery SIN(s)</th>
<th>Labor Category</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611 &amp; 541219</td>
<td>Program Manager</td>
<td>$174.95</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Junior Program Manager</td>
<td>$104.07</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Project Manager /Operations Support</td>
<td>$119.64</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Financial Manager</td>
<td>$153.14</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Subject Matter Expert, Level III</td>
<td>$160.40</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Subject Matter Expert, Level II</td>
<td>$143.21</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Subject Matter Expert, Level I</td>
<td>$107.89</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Senior Financial Analyst</td>
<td>$95.47</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Financial Analyst</td>
<td>$73.52</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Junior Financial Analyst</td>
<td>$58.25</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Senior Financial Sys Analyst</td>
<td>$107.90</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Financial Systems Analyst</td>
<td>$76.38</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Junior Financial Sys Analyst</td>
<td>$63.02</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Senior Cost Analyst</td>
<td>$100.25</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Cost Analyst</td>
<td>$79.24</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Junior Cost Analyst</td>
<td>$67.79</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Senior Accounting Analyst</td>
<td>$99.29</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Accounting Analyst</td>
<td>$77.34</td>
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<tr>
<td>541611 &amp; 541219</td>
<td>Junior Accounting Analyst</td>
<td>$64.93</td>
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<tr>
<td>541611 &amp; 541219</td>
<td>Technical Writer</td>
<td>$37.24</td>
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<tr>
<td>541611 &amp; 541219</td>
<td>Financial Internal Controls Developer</td>
<td>$63.08</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>** Administration</td>
<td>$49.65</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Administrative Specialist - Level III</td>
<td>$55.42</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Administrative Specialist - Level II</td>
<td>$52.90</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>Administrative Specialist - Level I</td>
<td>$46.25</td>
</tr>
<tr>
<td>541611 &amp; 541219</td>
<td>**Research Specialist</td>
<td>$37.24</td>
</tr>
<tr>
<td>SCA Eligible Contract Labor Category</td>
<td>SCA Equivalent Code – Title</td>
<td>WD Number</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Administration</td>
<td>01020 Administrative Assistant</td>
<td>WD 2015-4281</td>
</tr>
<tr>
<td>Research Specialist</td>
<td>01613 Word Processor III</td>
<td>WD 2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**LABOR CATEGORY DESCRIPTIONS**

**PROGRAM MANAGER**

**Education:** B.A. or B.S. degree in business or information technology related field. Master's Degree optional.

**Basic Experience:** Twelve years of accounting or financial experience, including 8 years of increasing responsibilities in assignment supervision and management.

**Specialized Experience:** Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

**Duties:** Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources
required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

**JUNIOR PROGRAM MANAGER**

**Education:** B.A. or B.S. degree in business or information technology related field.

**Basic Experience:** Six years of accounting or financial experience, including 4 years of increasing responsibilities in assignment supervision and management.

**Specialized Experience:** Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

**Duties:** Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

**PROJECT MANAGER/OPERATIONS SUPPORT**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management.

**Specialized Experience:** Experience in the direct supervision of Cost Estimating, Procurement Strategic Planning and Execution, or Business Management.

**Duties:** Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

**FINANCIAL MANAGER**

**Education:** B.A/B.S, M.B.A. or M.P.A.

**Basic Experience:** Twelve years of financial management experience, including 7 years of increasing responsibilities including supervisory duties.
**Specialized Experience:** Experience in financial management with demonstrated ability to supervise or lead a team of financial management professionals. Possess a thorough knowledge of Federal financial and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

**Duties:** Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Can present material before oversight authority for the client and/or prepare Program Managers for briefings and presentations. Is thoroughly familiar with activity based costing, business case analysis and outsourcing requirements.

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**SUBJECT MATTER EXPERT, LEVEL III**

**Education:** B.A. or B.S. degree. Masters Degree or specialized field certification, or equivalent.

**Basic Experience:** Fifteen years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Specialized Experience:** Experience in new and related legacy technology directly related to financial systems and Financial Operations management.

**Duties:** Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

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**SUBJECT MATTER EXPERT, LEVEL II**

**Education:** B.A. or B.S. degree. Masters Degree or specialized field certification, or equivalent.

**Basic Experience:** Twelve years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics.

**Specialized Experience:** Experience in new and related legacy technology directly related to financial systems and/or Business/Operations Management.
**Duties:** Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex financial systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

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### SUBJECT MATTER EXPERT, LEVEL I

**Education:** B.A. or B.S. degree. Masters Degree or specialized field certification, in SCEA, CGFM, CPA, CISA, or equivalent.

**Basic Experience:** Eight years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications.

**Specialized Experience:** Experience in new and related legacy technology directly related to financial systems and/or Business/Operations Management.

**Duties:** Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex financial systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, and modeling and simulation.

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### SENIOR FINANCIAL ANALYST

**Experience:** 6 - 9 years of financial management experience with specialized experience in financial management.

**Functional Responsibilities:** Possess a high level of understanding of the organization's business systems and industry requirements. Knowledge of the Federal financial and accounting policies and systems requirements. Experience working with multi-year/no-year appropriations and differing appropriations. Formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Comprehend interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manage completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations. Knowledge of activity based costing, business case analysis and outsourcing requirements.
Minimum Education: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with 6 to 9 years of specialized experience. Education can be substituted with proven 6 to 9 years of specialized experience.

FINANCIAL ANALYST

Experience: Minimum of 5 years financial management experience to include Financial Management/Accounting in a Federal Government environment.

Functional Responsibilities: Possess high level understanding of the budget allocation, execution, and administration process. Thorough understanding of organization's business systems and industry requirements. Demonstrate the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to upper management. Ability to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

Minimum Education: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with 5 years of specialized experience. Education can be substituted with proven 5 years of specialized experience.

JUNIOR FINANCIAL ANALYST

Experience: Five (5) years of financial management experience. Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Process Analysis, Procurement Strategic Planning and Execution or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.

Functional Responsibilities: Prepare cost estimates and correlate financing requirements into executable budgets. Possess knowledge of the allocation, execution, and administration of approved budgets. Assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Generate office guides, user manuals, work-flow processes, and management documentation for consideration. Complete tasks within allotted time and assists in the preparation of milestone status reports and presentations. Prepare and evaluate cost/benefit analysis, management proposals, control systems, revisions to customer interfaces, and organizational structures. Knowledge of activity based costing, business case analysis and outsourcing requirements.

Minimum Education: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with 5 years of specialized experience. Education can be substituted with proven 5 years of specialized experience.
SENIOR FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree or related experience.

Basic Experience: Eight years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting for the Federal Government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Directs the gathering of user requirements and translating them into workable automated solutions. In-depth knowledge of database architectures, object oriented design, and systems implementation. Capable of assessing products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to lead all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree or related experience.

Basic Experience: Five years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment. Possess a thorough knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Leads small teams of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable automated solutions. Familiar with database architectures, object oriented design, and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must have understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, system designs and specifications, and project status reports.

JUNIOR FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree, or related experience.

Basic Experience: Up to 2 years of combined financial management and systems engineering experience.
Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment. Possess a thorough knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Works as a junior member of a team of analysts to optimize and automating business practices given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute individual phases of a project's life cycle.

SENIOR COST ANALYST

Experience: Applicant must have 6 to 9 years’ experience. Must have a minimum 6 direct experience.

Functional Responsibilities: Perform financial analysis and make Final Cost Recommendations. Draft, for the signature of a Contracting Officer, all correspondence required in the performance of this task. Request and follow-up on all audit requests for the performance of a Final Cost Recommendation from auditors. Review and analyze audit reports, indirect rate agreements, final vouchers and other applicable documents as the basis for the Final Cost Recommendation. Distribute completed Final Cost Recommendation to the cognizant contract specialist and other activities.

Minimum Education: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with 4 to 6 years of specialized experience. Education can be substituted with proven 4 to 6 years of specialized experience.

COST ANALYST

Experience: Applicant must have 4 to 6 years’ experience. Must have a minimum 4 years’ direct experience.

Functional Responsibilities: Perform financial analysis and make Final Cost Recommendations. Draft, for the signature of a Contracting Officer, all correspondence required in the performance of this task. Request and follow-up on all audit requests for the performance of a Final Cost Recommendation from auditors. Review and analyze audit reports, indirect rate agreements, final vouchers and other applicable documents as the basis for the Final Cost Recommendation. Distribute completed Final Cost Recommendation to the cognizant contract specialist and other activities.

Minimum Education: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with 4 to 6 years of specialized experience. Education can be substituted with proven 4 to 6 years of specialized experience.

JUNIOR COST ANALYST
**Experience**: Applicant must have a minimum of 2-4 years’ experience. Must have a minimum two years’ direct experience.

**Functional Responsibilities**: Perform financial analysis and make Final Cost Recommendations. Draft, for the signature of a Contracting Officer, all correspondence required in the performance of this task. Request and follow-up on all audit requests for the performance of a Final Cost Recommendation from auditors. Review and analyze audit reports, indirect rate agreements, final vouchers and other applicable documents as the basis for the Final Cost Recommendation. Distribute completed Final Cost Recommendation to the cognizant contract specialist and other activities.

**Minimum Education**: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with 2 to 4 years of specialized experience. Education can be substituted with proven 2 to 4 years of specialized experience.

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**SENIOR ACCOUNTING ANALYST**

**Education**: B.A. or B.S. degree, CPA, CGFM or equivalent experience.

**Basic Experience**: Eight years of accounting and financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.

**Specialized Experience**: Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts. Possess a thorough knowledge of Federal financial and accounting policies, standards, and systems requirements, such as the CFO Act 1990, OMB Regulations, GAAP, FASAB. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement), and a thorough understanding of budgetary and proprietary accounting principles.

**Duties**: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Will be able to provided guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Must be able to assess operational weaknesses, perform process improvement analysis, and recommend corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Has the ability to correlate the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.

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**ACCOUNTING ANALYST**

**Education**: B.A. or B.S. degree.
**Basic Experience:** Five years of accounting and financial management experience.

**Specialized Experience:** Experience in Accounting/Financial Management in a Federal Government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

**Duties:** Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the time frame specified by the client, ensuring that all requirements are met. Is familiar with activity based costing, business case analysis and outsourcing requirements.

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**JUNIOR ACCOUNTING ANALYST**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Up to 2 years of accounting experience.

**Specialized Experience:** Experience in Accounting/Financial Management in the Federal Government environment.

**Duties:** Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. In the performance of task work, applies an understanding of accounting practices and principles when conducts data gathering, analysis, and reconciliation. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

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**TECHNICAL WRITER**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Five (5) years of experience in technical writing and editing.

**Specialized Experience:** Experience in editing documents, including technical documents.
**Financial Controls Developer**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Up to 2 years of experience in this area.

**Specialized Experience:** N/A

**Duties:** Conducts research tasks assigned by more senior members 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. Provide support in analyzing budgetary and assists in the preparation of reports and presentations. Involved in areas such as database design/management and evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues for Financial Systems or products.

**Administration**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Up to 1 year work experience in a business environment.

**Specialized Experience:** None

**Duties:** Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. May be familiar with government financial management, activity based costing, business case analysis and/or outsourcing requirements.

**Administrative Specialist – Level III**

**Experience:** The Applicant must have 7 to 10 years of general administrative and office experience, with general office computer skills. General familiarity and experience with the acquisition process. Experience in working and effectively communicating with all levels of staff.

**Functional Responsibilities:** General office / administrative duties, basic statistical and budget tasks, analysis and preparation of routine documents. Maintain scheduling, travel, and library/documentation procedures. Support of acquisition staff. Perform a wide range of administrative and secretarial functions in order to support the operations of your assigned
director and office. Such duties include but are not limited to: reviewing reviews information provided by the government and the contractor to identify issues and problems; incoming correspondence, announcements and other mail; typing letters; maintaining supervisor's calendar and scheduling meetings; proofreading and editing a wide variety of documents and correspondence; preparing time and attendance records electronically; maintaining tracking systems for handling action items and controlled correspondence; making travel arrangements and other duties as assigned. Provide general office administration, programmatic support, and secretarial support to include scheduling support, file maintenance, customer service, word processing, typing, mailing, data entry, preparation of spreadsheets, operation of copier, telephone, fax, email, and other office machines, and preparation of routine correspondence.

**Minimum Education:** Associate’s degree from an accredited college in an appropriate discipline or equivalent.

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**Administrative Specialist - Level II**

**Experience:** The Applicant must have 4 to 6 years of general secretarial, administrative and office experience. Must have a minimum three years’ direct experience.

**Functional Responsibilities:** Perform general office duties. Perform basic statistical and budget tasks. Manage and maintain calendars and schedules and prepare reports, memos, letters, travel vouchers, and other documents using word processing, spreadsheet, database, and/or presentation software. Read and analyze incoming memos, submissions, and reports in order to determine significance and plan distribution. Open, sort, and distribute incoming correspondence, faxes and email as well as file and retrieve documents, records and reports. Prepare responses to correspondence containing routine inquiries. Performs research, collection and collation of the results of studies. Will work collaboratively with others. Maintain library documents. Communicate effectively with all levels of people within and outside the organization. Greet visitors, check clearances and determine access to individuals and groups. Provides general acquisition support. Performs all tasks with minimal guidance.

**Minimum Education:** High school.

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**Administrative Specialist - Level I**

**Experience:** The Applicant must have 2 to 3 years of experience in general office duties such as word processing, filing, data input, and answering telephones. Minimum 2 years’ direct experience.

**Functional Responsibilities:** Provides daily office support in general clerical and administrative duties. Performs tasks using the automated time and attendance system, automated travel and training systems. Collate information into meaningful reports and presentation material. General knowledge of government documents and procedures.

**Minimum Education:** High School
RESEARCH SPECIALIST

**Education:** High School diploma or A.A. in business or related field.

**Basic Experience:** Up to 1 year of work experience in a business environment.

**Specialized Experience:** Experience in word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures.

**Duties:** Collates information into meaningful reports and presentation material.

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PROGRAM MANAGER

**Education:** B.A. or B.S. degree

**Minimum/General Experience:** A Program Manager requires a minimum of twelve (12) years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. A Program Manager maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Other experience includes communication with client and project managers and management of multiple projects across various industry lines.

**Functional Responsibility:** Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

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PROJECT MANAGER

**Education:** B.A. or B.S. degree

**Minimum/General Experience:** A Project Manager requires a minimum of eight (8) years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. A Project Manager
maintains responsibility for managing the project team and daily operations of project
development and fostering client comfort and feasibility with the project objectives and goals.
Other experience includes communication with client and project managers and management of
multiple projects across various industry lines.

**Functional Responsibility:** Experience in negotiation of delivery/task orders. Experience or
formal training in planning, organizing, management, and performing work associated with one
or more subtask relevant to subject matter domain of the project. Must have or be able to obtain a
security clearance, if applicable.

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**JR PROGRAM MANAGER**

**Education:** B.A. or B.S. degree

**Minimum/General Experience:** A Jr. Program Manager requires a minimum of six (6) years of
consulting and/or directly relevant industry experience includes: engagement experience in
project scope and approach, focus on project delivery and business and technical integration,
ability to drive business strategy and planning changes at the executive levels, oversight of key
business and process enablers, and management of project resources. Other experience includes
communication with client and project managers and management of multiple projects across
various industry lines.

**Functional Responsibility:** Experience in negotiation of delivery/task orders. Experience or
formal training in planning, organizing, management, and performing work associated with one
or more subtask relevant to subject matter domain of the project. Must have or be able to obtain a
security clearance, if applicable.

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**BUSINESS SPECIALIST III**

**Education:** B.A. or B.S. degree

**Minimum/General Experience:** A Business Specialist III require a minimum of five (5) years in
the consulting field or other related work experience. Experience includes: proficiency in analysis
and defining business needs, applying methodologies, support of program management,
consulting support, strategy, guidance, exposure to client issues, and development of project
deliverables. Experience includes: proficiency in analysis and defining business needs, applying
methodologies, support of program management, consulting support, strategy, guidance, exposure
to client issues, and development of project deliverables. Provides assistance on completing work
plan activities, analyzes relevant data and information, and institutes and supports business
solutions. Other experience includes process improvement diagnoses, process modeling and
documentation, benchmarking activities, and exposure to change management principles.

**Functional Responsibility:** A Business Specialist III provides and has the ability to lead
analytical and program support, and is focused on high performance work. In Consulting
Services, this position completes assigned engagement tasks within the project scope and budget,
while meeting deliverable requirements. Serves as a key analytical resource on engagement team.
Assumes responsibility for conducting relevant research, distilling data, and creating reports.
Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in project management to organizational assessments, and performance measures and indicators. Significant, wide ranging experience in providing expert advice, assistance, guidance or counseling in support of management, organizational, and business improvement that may include studies, strategic, business and action planning. Must have or be able to obtain a security clearance, if applicable.

**SUBJECT MATTER EXPERT III**

**Experience:** 8 -10 years of consulting and/or directly relevant industry experience

**Functional Responsibilities:** Knowledge, technique, or expertise in a specific subject area, in one or more in Administrative, Business management, Human Resources, Logistics, Facilities, Information technology, Science or Engineering. Well-read and published in the relevant industry required. Provides highest level functional expertise and can analyzes problems, makes recommendations, develops alternative solutions. Converses with and provides assistance to highest levels of corporate and government management.

**Minimum Education:** High School

**SUBJECT MATTER EXPERT II**

**Experience:** 5-7 years of consulting and/or directly relevant industry experience

**Functional Responsibilities:** Knowledge, technique, or expertise in a specific subject area, in one or more in Administrative, Business management, Human Resources, Logistics, Facilities, Information technology, Science or Engineering. Well-read and published in the relevant industry required. Provides highest level functional expertise and can analyzes problems, makes recommendations, develops alternative solutions. Converses with and provides assistance to highest levels of corporate and government management.

**Minimum Education:** High School

**SUBJECT MATTER EXPERT I**

**Experience:** 2 - 4 years of consulting and/or directly relevant industry experience

**Functional Responsibilities:** Knowledge, technique, or expertise in a specific subject area, in one or more in Administrative, Business management, Human Resources, Logistics, Facilities, Information technology, Science or Engineering. Well-read and published in the relevant industry required.. Provides highest level functional expertise and can analyzes problems, makes recommendations, develops alternative solutions. Converses with and provides assistance to highest levels of corporate and government management.

**Minimum Education:** High School