

ESN, Inc. Job Description (Req #460)

Job Title: Financial Analyst

Location: Washington, DC (Contractor facility near Washington Navy Yard)

Job Posted: 1/6/2010

Job Closing: Until Filled

Principal Duties/Responsibilities:

Financial Analyst required to plan and execute a multi-million dollar Navy ship acquisition program plan. Duties and responsibilities include:

- Plan and execute financial and program management support to a NAVSEA acquisition program.
- Budget, execute, track and reconcile multiple appropriations and contracts.
- Prepare program briefs, as needed.
- Responsible for preparation of all budget submissions; execution and tracking of program funds through automated systems (STARS, PRISMS, AutoDoc, MOCAS and CERPS).
- Perform expenditure analysis, document results and present data.
- Reconciliation of all funds and systems.

Education and Experience:

Bachelors Degree plus 3 or more years experience in DoD support OR;

Minimum of 7 years of experience in DoD financial planning, analysis and program support.

Skills and Abilities:

- Knowledge of DOD financial management policy, processes and procedures
- Experience with planning and programming; execution of acquisition programs and work with all major appropriations.
- Proficiency with DoD financial tools (STARS, PRISMS, AutoDoc, MOCAS, CERPS)
- Proficiency with MS Office.
- Possess excellent written and verbal communication skills.
- Work well in a customer support-based environment.
- Able to obtain a security clearance.

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Qualified Persons Should Contact:

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