



Senior Financial Analyst, UFMS Subject Matter Expert

POSITION DESCRIPTION

We are currently recruiting for a subject matter expert in UFMS software, Unified Financial Management System, to work on a project for MFR Consultants. The project is based at the Department of Justice offices in Washington DC.

FUNCTIONAL RESPONSIBILITIES

The Sr. Financial Management Analyst will serve as a Subject Matter Expert (SME) providing expertise to our client, a component of Department of Justice (DOJ) located in Washington DC. The component is deploying an integrated financial management system utilizing CGI's Momentum® (UFMS: Unified Financial Management System) software. UFMS delivers standard, core accounting and acquisition processes. The Sr. Financial Management Analyst will assist the client in supporting new processes underway in the migration, implementation and operational aspects of the newly installed UFMS software. The Sr. Financial Management Analyst will be able to leverage core UFMS operations and translate into component business processes.

Financial Management support includes, but is not limited to: business case analysis, invoice research, invoice analysis, invoice processing, invoice reclassifications, cost benefits analysis, funding models, financial research, financial reporting, performance management, project management, contract research, contract analysis, financial reconciliation, accounting reclassifications, burn rate analysis, obligation analysis, expenditure analysis, spend plan analysis and ad hoc financial projects as required.

The Sr. Financial Management Analyst responsibilities include providing Subject Matter Expertise for UFMS system services. Understands the integrated components and dependencies of the UFMS system across core applications. Able to translate new features/function and their impact into client's environment and business processes. Assisting the Client's UFMS Project Manager with resolution of complex issues, designing training materials for UFMS users, and USTP policies and procedures. Activities include:

- Working with the Client's Executive Office in reviewing and correcting complex errors and other issues as they related to UFMS
 - Working with Client UFMS Project Manager and Tier 1 and 2 Analyst to identify UFMS and business process issues and areas for streamlining operations, and work with Client UFMS Project Manager to develop correction or enhancement plan
 - Developing and maintaining system metrics and reports. Executing system data pulls and data analysis/mining tasks to provide useful financial data to financial and program managers across the organization as well as accurate and timely financial information throughout the year
- Developing and maintaining business process, end user and system documentation specially tailored to the client's environment, drafting policies, procedures, standard operating procedures, and guidance
- Working collaboratively with other DOJ offices/components in resolving issues and developing resolution recommendations including procedural and policy changes
- Developing, revising and deploying UFMS training tailored to the client's environment

- Providing educational training sessions whenever appropriate
- Providing ongoing process-based training for new and current users
- Attending meetings on new releases, upgrades of UFMS system. Provide feedback to client's UFMS Project Manager on impact to client's environment/business processes
- Interfacing with system users and stakeholders to implement new software functions and/or business processes
- Working with client UFMS Project Manager and other stakeholders to develop a working project plan for smooth implementation of upgrades and releases
- Working with Sr. Financial Analyst and update UFMS Standard Operating Procedures (SOP)
- Drafting correspondence/documentation to the UFMS users for UFMS Project Manager Approval
- Perform related UFMS work as required

The Senior Financial Management Analyst will also:

- Provide Level 2 support for UFMS system in the areas of financial systems support, system anomalies and Momentum applications:
 - Engaging with Tier 1 Help Desk Analysts and Financial Analyst on follow up questions/concerns as needed
 - Work with Tier 3 (developers) and client project manager in testing new version releases and upgrades
 - Following up/responding to users with appropriate functional issues as required
- Supervise the MFR Financial Analyst and Help Desk Analyst

REQUIREMENTS

- Bachelor's degree in a related field (finance, business, economics, etc.) and a minimum of 7 years public sector experience
- Minimum of three (3) years demonstrated expertise in CGI's Momentum® (UFMS: Unified Financial Management System) software, both on an operational (user) and back-end (functional) level with experience in a UFMS migration project
- Six years of federal financial management experience (will consider less experience for UFMS expertise)
- Knowledge of Justice Enterprise Data Integration (JEDI) tool a plus
- Government accounting operations, financial management and budget management
 - Financial management and reporting
 - Federal Government Acquisition and Contract Management certifications a plus
- Experience in conducting financial analysis and communicating results
- Experience in documenting processes and procedures with process mapping tools such as Visio
- Familiar with System for Award Management | SAM.gov Federal Registration
- Federal contracting certifications a plus

We also seek the following:

- Customer service focus. Ensures positive experience and strives for prompt resolution



- Interpersonal skills - Establishes effective working relationships with associates, departmental and administrative officials, supervisors, and information technology personnel
- Management techniques used in project control and analysis. Completes work within the confines of a time schedule
- Analytical ability - will read and interpret management policies, regulations and directives, interpret technical manuals and apply the information garnered from them. Problem solving ability to think logically and sequentially, analyze complex organizational and procedural problems, Formulates systems recommendations to improve efficiency
- Presents ideas clearly, both orally and in writing. Ability to document business procedures in graphical format
- Proficient in Microsoft Office, Access, advanced knowledge of Excel
- Working knowledge of other Microsoft Office applications including Word, PowerPoint and Visio

ABOUT MFR CONSULTANTS

MFR Consultants, Inc. is a professional services firm certified by the U.S. Small Business Administration as a Woman Owned Small Business (WOSB), an Economically Disadvantaged Woman Owned Small Business (EDWOSB), and a Small Disadvantaged Business (SDB). Founded in 1989 by Maria Frizelle Roberts, President and CEO, MFR provides end-to-end solutions in the information technology, business advisory, and administrative support areas.

Our national team of fifty (50) experienced consultants and subject matter experts allow us to utilize best practices toward immediate response of client demands and requirements.

Who We Are:

- Our Subject Matter Experts (SME) specialize in business advisory and information technology services. We offer core competencies in a wide range of industry sectors including defense, public safety, transportation, energy, and health/human services.
- MFR's creative approach and innovative business practices were recognized by the ICIC and FORTUNE with the 2016 Inner City 100 Award
- MFR was recognized by *SmartCEO* magazine as 1 of the top 10 emerging growth companies in the greater Philadelphia Region for 2015.
- MFR's President & CEO, Maria Roberts, received the Small Business Administration's 2014 Person of the Year Award for the Southeastern Pennsylvania Region.

EEO STATEMENT

MFR Consultants, Inc. is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, age, color, religion, sex, national origin, disability, protected veteran status, sexual orientation or gender identity.



