

ROTATION OPPORTUNITY FOR NADP CONTRACTING INTERNS

The Assistant Secretary of the Navy -Financial Management & Comptroller (ASN (FM&C)) directs and manages the financial activities of the Department of the Navy. On one hand, FM&C oversees the management of the annual budget and supporting processes, and, on the other, provides independent analysis to our constituent clients. FM&C provides informed recommendations to DoN senior leadership regarding the efficient and effective allocation of assets, consistent with the national security priorities of the President and the Secretary of Defense and for the development of a superior, world-class financial management work force committed to the proper stewardship of DoN Resources.

The Office of Financial Operations (FMO) supports current programs while implementing an integrated financial management improvement plan. The latter effort supports and complements the overall Department of the Navy Business Process Transformation Strategy. FMO works supports financial initiatives that include Navy ERP Implementation, Procure-to-Pay Efforts, and DoN Financial Improvement Program. Many of these initiatives require individuals with acquisition expertise and experience to understand the flow of financial and contract data through procurement process, to analyze the data, and to use the data to prepare financial reports.

While assigned to FMO, acquisition interns will:

- Work on the financial management requirements in conjunction with Navy Acquisition community on requirements for a contract writing system to replace SPS.
- Work on the audit assertion efforts involving the procurement process.
- Support Navy ERP Financial and Acquisition System integration.
- Support and end to end business process standardization efforts.
- Prepare Performance Work Statements (PWS), Limited Source Justification (LSJ), and Government Level of Efforts (LOE) in support of over 30 Financial Service Contracts that support this office.
- Track and Review Contract Data Requirements List (CDRL).
- Invoice Analysis through WAWF, Navy Accounting Systems, Entitlement Systems, Disbursement, and Reconciliation.
- Assist with the development of Internal Controls for financial processes throughout the procure-to-retain process.
- Work on Procurement issues that impact OMB A-123 Appendix A and Department of Defense Financial Improvement and Audit Readiness (FIAR) Plan.
- DON Financial Statement Preparation.

Requirements: Individuals should have a working understanding of SPS, EDA, and WAWF

Duration: FMO would like acquisition interns for a rotation of 60 to 90 days, depending on anticipated assignments and projects.

Time Frame: Open to negotiation

Location: Washington Navy Yard, Washington DC

Security Clearance: Not required.

Travel Requirements while on rotation:

- Some local travel required; possible
- Occasional business travel to other cities, most likely within CONUS.
- Assignment specific Travel and Per Diem will be funded by NAVY FMO FM&C

Interested Interns should contact 202-685-6424.