

NON-CLINICAL ACCOUNTING SERVICES:

AUDITOR: FEDERAL AUDIT DIRECTOR/CPA, SENIOR & JUNIOR AUDITORS

ACCOUNTING TECH: SENIOR & JUNIOR

BUDGET ANALYST: SENIOR & JUNIOR

Program Support Service Categories				
Series	Labor Category	Description	Minimum Education	Minimum Experience
Accounting and Budget (Series 0500 – 0599)				
	Audit Director (Federal Accounting)	This individual shall be a Certified Public Accountant, licensed by the appropriate state licensing authority, and in good standing with the AICPA and applicable state boards. The minimum education includes a bachelor's degree in accounting or business, and 80 hours of continuing professional experience in the past two years that meets the government CPE requirements. At least 24 of the 80 hours of continuing education and training must be in subjects related to the government environment and to government auditing. This person shall have over ten years' experience or experience in developing/implementing government accounting and auditing policies with standard setting government bodies. The responsibilities in this category including advising federal agencies in the development, implementation, analysis, or interpretation of accounting or audit policy, and advocacy or explanation of agencies' positions before appropriate standard setting bodies.	BA/BS Degree in Accounting/CPA	10 years
0525	Accounting Technician - Sr	Serves as a team lead, working in concert with other accountants and analysts to provide professional accounting and financial management services to Federal, State & Local, and other government clients. Possess an expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Be able to function as a subject matter expert to assess products and procedures for compliance with government standards and financial management regulations. This includes timely submission and proper formatting of financial reports. Makes sound recommendations and provides professional technical assistance to senior Federal leadership for systems improvements and for proper accounting treatment of financial transactions. Provides advice and assistance to staff and Federal officials concerning financial and accounting systems procedures, reports and other financial management requirements.	BA/BS Degree	8 years
0511	Auditor - Jr	Serves as team leader and senior accountant on engagements involving independent analysis and oversight functions for the Federal accounting cycle. This includes timely submission and proper formatting of financial reports. Makes sound recommendations and provides professional technical assistance to senior Federal leadership for systems improvements and for proper accounting treatment of financial transactions. Provides advice and assistance to staff and Federal officials concerning financial and accounting systems procedures, reports and other financial management requirements.	BA/BS Degree	5 years

0511	Auditor - Sr	Serves as a leader ensuring that a group of auditors are working in concert to ensure the efficient stewardship of public funds. Must be able to prepare audit programs, perform field work, prepare working papers, consolidate findings and prepare recommendations, and write audit reports. Must be able to assess processes and or procedures for compliance with government standards, accounting principles, internal controls, 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. Manages completion of work within the time frame specified by the client.	BA/BS Degree	8 years
0525	Accounting Technician - Jr	Serves as a team lead or senior team member, working in concert to provide professional accounting and financial management services to Federal, State & Local, and other government clients. Possess a general understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Be able to function as a subject matter expert to efficiently reconcile and remedy fiscal discrepancies. Under minimal supervision, be able to assess products and procedures for compliance with government standards and financial management regulations.	BA/BS Degree	5 years
0560	Budget Analyst - Junior	Performs tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for Planning, Programming, Budgeting, and Execution (PPBE) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget.	BA/BS Degree	4 years
0560	Budget Analyst - Senior	The contractor shall designate a Budget Analyst to perform tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks will include support and VHA implementation for Planning, Programming, Budgeting, and Execution (PPBE)/Managing for Results (MFR) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget. The Senior Budget Analyst shall have proven experience in implementing and managing PPBE/MFR across a large integrated Government organization. Experience in budgeting, planning and forecasting in healthcare industry	BA/BS Degree	8 years