

Karen E. Dvorscak

GM-510-13

**Question 24-Work Experience
Attachment (A)**

As a GM-13 Systems Accountant for the Naval Sea Systems Command (NAVSEA), Problem Disbursement Branch I am responsible for a wide range of duties related to the reduction of Problem Disbursement (PD)s. I possess an expert knowledge of the general fund PD reconciliation process with a background in Navy General Fund reconciliation that spans over fifteen years. In addition, I have an expert knowledge of the Defense Finance and Accounting Service (DFAS) disbursement process including the Centralized Expenditure and Reimbursement Processing System (CERPS) and the Financial Reporting System (FRS). I possess an expert and detailed understanding of the interaction between CERPS, FRS, the Mechanization of Contract Administration Services (MOCAS) and the Standard Accounting and Reporting System (STARS). I routinely provide guidance to all NAVSEA headquarters (HQ)s and all NAVSEA field activity personnel on the above systems. Additionally, I am routinely required to provide expert advice on detailed analysis of the transactions that have taken place for specific documents or appropriations.

I serve as the project leader in charge of reconciliation for all General Fund PDs for NAVSEAHQs and in that capacity provide direction to 24 contractor financial analysts involved in the day to day reconciliation of General Fund PDs. I alone serve as the NAVSEA Responsible Contract Reconciliation Agent, responsible for conducting contract reconciliation oversight for all NAVSEAHQ contracts and with all of the reconciliation partners throughout the Department of Defense (DoD) including Claimant funds holders, program managers, contracting officers, DFAS centers and Operating locations.

For the past five years I have been actively involved in PD meetings and presentations at all levels of management including the Assistant Secretary of the Navy (Financial Management & Comptroller). Additionally, I routinely attend all Claimant conferences as an expert PD analysts skilled in all of the various problems associated with PDs and am the command advocate for process changes to contain or reduce PDs.

I have since 1996 been, at various times, the acting branch head. During these times I directed a staff of up to three accountants and numerous contractor support personnel. I established priorities, assigned projects, outlined results expected, as well as set time and schedules for accomplishment of tasks.

**Question 24-Work Experience
Attachment (A)**

My responsibilities require an extensive knowledge of the policies and procedures of the DoD accounting and disbursing process along with a comprehensive knowledge of the Department of the Navy (DoN) contracting procedures. Along with this I am required to stay abreast of new or developing PD policies that could negatively affect NAVSEA. I am routinely required to review and comment on very complex accounting information and policy initiatives for areas that may impact NAVSEA and the DoN.

In my capacity I am required to identify and solve very complex, novel and difficult financial accounting problems requiring resolution of diverse opinions of project/program/acquisition manager, NAVSEAHQs and shore activities and both lateral and higher authority.

Knowledge Skills and Abilities

1. Knowledge of general fund accounting policy/processes associated with clearing problem disbursements.

As a GM-13 Systems Accountant for the Naval Sea Systems Command (NAVSEA), Problem Disbursement Branch I am responsible for a wide range of duties related to the reduction of Problem Disbursement (PD)s. I possess an expert knowledge of the general fund PD reconciliation process with a background in Navy General Fund reconciliation that spans over fifteen years. I alone serve as the NAVSEA Responsible Contract Reconciliation Agent, responsible for conducting contract reconciliation oversight for all NAVSEAHQ contracts and with all of the reconciliation partners throughout the Department of Defense (DoD) including Claimant funds holders, program managers, contracting officers, DFAS centers and Operating locations.

2. Knowledge of accounting and paying systems including ability to utilize financial reports.

My current responsibilities require an extensive knowledge of the policies and procedures of the DoD accounting and disbursing process along with a comprehensive knowledge of the Department of the Navy (DoN) contracting procedures. I have an expert knowledge of the Defense Finance and Accounting Service (DFAS) disbursement process including the Centralized Expenditure and Reimbursement Processing System (CERPS) and the Financial Reporting System (FRS). I possess an expert and detailed understanding of the interaction between CERPS, FRS, the Mechanization of Contract Administration Services (MOCAS), the Standard Accounting and Reporting System (STARS) and STARS one bill pay. I routinely provide guidance to all NAVSEA headquarters (HQ)s and all NAVSEA field activity personnel on the above systems. Additionally, I am routinely required to provide expert advice on detailed analysis of the transactions that have taken place for specific documents or appropriations.

3. Ability to interpret and provide guidance on complex accounting issues.

My current responsibilities require an extensive knowledge of the policies and procedures of the DoD accounting and disbursing process along with a comprehensive knowledge of the Department of the Navy (DoN) contracting procedures. Along with this I am required to stay abreast of new or developing PD policies that could negatively affect NAVSEA. I am routinely required to review and comment on very complex accounting information and policy initiatives for areas that may impact NAVSEA and the DoN.

In my current capacity I am required to identify and solve very complex, novel and difficult financial accounting problems requiring resolution of diverse opinions of project/program/acquisition manager, NAVSEAHQs and shore activities and both lateral and higher authority.

4. Skill in applying team leadership principles and techniques.

I have since 1996 been, at various times, the acting branch head. During these times I direct a staff of up to three accountants and numerous contractor support personnel. I establish priorities, assign projects, outline results expected, as well as set time and schedules for accomplishment. While acting as the branch head continuing staff training responsibilities are implicit in the position as is the requirement to apply leadership principles and techniques.

5. Ability to communicate orally and in writing.

For the past five years I have been actively involved in PD meetings and presentations at all levels of management including the Assistant Secretary of the Navy (Financial Management & Comptroller). Additionally, I routinely attend all Claimant conferences as an expert PD analysts skilled in all of the various problems associated with PDs and am the command advocate for process changes to contain or reduce PDs. I am routinely required to review and comment on very complex accounting information and policy initiatives for areas that may impact NAVSEA and the DoN. I routinely provide guidance, both orally and in writing, to NAVSEA headquarters (HQ)s and all NAVSEA field activity personnel on the complex policies and procedures involved in the reconciliation of PDs.