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EXPERIENCE

10/1990 to Present ; 40 hours per Week; Systems Accountant; YA-510-02; last promoted 10/1990; permanent employee; not on a temporary promotion; Naval Sea Systems Command, 1333 Isaac Hull Ave, SE, Washington DC 20374; Pamela Morgan-May , 202-781-4066 ; may contact supervisor.

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 twenty years. In addition, I have a comprehensive 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 a detailed understanding of the interactions 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 have written STARS/HCM system improvement change request and conducted tests of the system after the changes have been implemented.

I serve as the project leader in charge of reconciliation for all General Fund PDs for NAVSEAHQs and in that capacity provide direction to 12 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 and DFAS centers.

I have, at various times, acted as the Problem Disbursement 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 times and schedules for accomplishment of tasks.

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.

09/1989 to 10/1990; 40 hours per Week; Systems Accountant; gm-510-12; last promoted Not Specified; permanent employee; not on a temporary promotion; Naval Sea Systems Command, Steve Elliott ; may not contact supervisor.

As a GS-12 Systems Accountant with the Naval Sea Systems Command (NAVSEA), policy and procedures branch, I interpreted and coordinated NAVSEA reviews and comments on externally proposed legislation, regulations and directives on accounting, budgeting and programming policy as it applied to new systems and broad revisions to accounting and financial management operations. I was required to formulate and develop policy and procedures relative to new systems as well as revisions to accounting policy/operations.

I interpreted, developed and recommended implementation of new or revised legislation, regulations and directives relative to new systems and broad revisions to accounting and financial management operations for: (1) NAVSEAHQ general fund appropriations and Foreign Military Sales (FMS) Trust Funds; (2) NAVSEA general fund and Navy Working Capital Fund (NWCF) shore activities. I ensured that all policies and procedures relative to accounting and financial management operations of the command conformed to laws, regulations and decisions of higher authority.

I maintained liaisons with a wide variety of employees, accountants, supervisors and program officials of other NAVSEASYS COM elements and other NAVY organizations for the purpose of coordinating policies and financial management procedures and insured that they were continually in agreement with both our short and long range organizational objectives and responsibilities.

I provided guidance and assistance both orally and in writing to individuals throughout the command relative to the day-to-day operations on the Standard Accounting and Reporting System (STARS). I provided technical and administrative guidance on accounting management operations, including the effect of new or revised systems operations. I identified and solved complex and novel accounting and financial problems of substantial difficulty requiring resolution of diverse opinions from various levels of authority. I analyzed and evaluated fiduciary and management accounting reports.

In addition I served as the principal accounting and financial management representative on Inspector General inspections of NAVSEA shore activities.

EDUCATION

Stonewall Jackson High School, Manassas, VA; 1974 High School Diploma
Northern Virginia Community College, Manassas, Virginia; No Degree in Accounting , 1982; 2.0 out of 4 Point GPA;
30 Semester Hours

PROFESSIONAL TRAINING

Federal Appropriation Law Seminar, 32 hrs, 2-95
Professional Military Comptroller School, 240 hrs, 11-91
Business Law II, 48 hrs, 4/84
Business Law I, 48 hrs, 12-83
Federal Taxation I, 80 hrs, 8-83
Intermediate Accounting III, 48 hrs, 7-83
Intermediate Accounting II, 48 hrs, 3-83
Intermediate Accounting I, 48 hrs, 12-82

PROFESSIONAL LICENSES/CERTIFICATES

**None Specified

PROFESSIONAL RATINGS, AWARDS, AND RECOGNITIONS

ASMC, Distinguished Performance Accounting and Finance Award, 1994

OTHER INFORMATION

**None Specified

U.S. MILITARY SERVICE INFORMATION

**None Specified

ADDITIONAL DATA SHEET

karen e dvorscak

1. Appointment Eligibility:

Yes-Current Permanent Navy Civilian

Current Permanent Federal Civilian Employee

2. Citizenship: Yes

3. Appt Preference:

Not interested/available in any of the above types of positions - only want permanent full time

4. Willing to Travel: 3-5 Days

5. Vet Preference: No Veterans Preference

6. Low Salary Accept: \$105,000

7. Qualified Typist: Yes

8. Birth Date: **None Specified

9. Geo Preference: VA, Manassas ; VA, Woodbridge ; DC, Washington

RACE/ETHNIC STATUS: Identity Pending

SEX: Female

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Deputy Assistant Secretary of the Navy (Civilian Human Resources)
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