



FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST

Multiple Award Schedule (MAS)

Industrial Group: Professional Services

The Ravens Group, Inc.

4640 Forbes Boulevard, Suite 300 • Lanham, MD 20706

Telephone: (301) 577-8585 • Fax: (301) 577-9097

<http://www.theravensgroup.com>

Contract Number: GS-00F-157CA

Contract Period: June 4, 2020 through June 3, 2025

Business Size: Small

#PS-0017 effective May 28, 2020

POINT OF CONTACT

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.

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SECTION 1

ABOUT THE RAVENS GROUP, INC.

The Ravens Group, Inc. is a Center for Veterans Enterprise verified Service Disabled Veteran Owned Small Business. Established in 2001, The Ravens Group's core competencies include Professional Services, Managed Solutions and Business Process Improvement. The Ravens Group's mission is to provide world class solutions and to manage complex programs with a commitment to excellence and superior customer service.

The Ravens Group was founded by LTG (Ret) Joe N. Ballard, former Chief of the U.S. Army Corps of Engineers. General Ballard is now the President and CEO of the company. The Ravens Group specializes in providing unique, customized solutions for clients nationwide.

SECTION 2: ORDERING INSTRUCTIONS/TERMS AND CONDITIONS

1a. Table of Awarded Special Item Number(s)

SIN	SIN Title
541219	Budget and Financial Management Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order Level Materials

- 1b. Labor Categories available for each SIN are listed and described in Section 4 of this Schedule's pricelist.
- 1c. Prices for each labor category for the base year are listed in Section 3 of this Schedule's pricelist
- 2. Maximum Order: \$1,000,000.00
- 3. Minimum Order: \$100.00
- 4. Geographic Coverage (delivery Area): Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country): Same as company address
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
- 7. Quantity discounts: No Discounts for all labor categories
- 8. Prompt payment terms. Information for ordering offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will not accept
- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: N/A

- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: N/A
12. F.O.B Points(s): Destination
- 13a. Ordering Address: Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address: Same as company address
15. Warranty provision: Contractor's standard commercial warranty.
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov. N/A
25. Data Universal Numbering System (DUNS) number: 013778225

26. Notification regarding registration in System for Award Management (SAM) database. Contractor is registered and active in SAM.

SECTION 3: PRICE LIST

The Ravens Group, Inc. awarded labor categories and prices are listed below. The awarded prices include the required .75% Industrial Funding Fee (IFF).

Item	SIN	Awarded Labor Category	Site	6/4/20 6/3/21	6/4/21 6/3/22	6/4/22 6/3/23	6/4/23 6/3/24	6/4/24 6/3/25
1	541611	Management and Planning Director	Both	\$152.67	\$155.72	\$158.83	\$162.01	\$165.25
2	541611	Senior Program Manager	Both	\$93.38	\$95.25	\$97.16	\$99.10	\$101.08
3	541611	Program Manager	Both	\$88.18	\$89.94	\$91.74	\$93.58	\$95.45
4	541611	Project Manager	Both	\$98.56	\$100.53	\$102.55	\$104.60	\$106.69
5	541611	Planning and Analysis Director	Both	\$125.56	\$128.07	\$130.63	\$133.24	\$135.91
6	541611	Business Analyst	Both	\$92.79	\$94.64	\$96.53	\$98.47	\$100.43
7	541611	Planning and Management Analyst	Both	\$90.27	\$92.08	\$93.92	\$95.80	\$97.72
8	541611	Graphics and Industrial Designer Specialist	Both	\$72.00	\$73.44	\$74.91	\$76.40	\$77.93
9	541611	Convention and Meeting Manager	Both	\$54.53	\$55.62	\$56.73	\$57.87	\$59.02
10	541611	Senior Business and Budget Analyst	Both	\$83.83	\$85.51	\$87.22	\$88.96	\$90.74
11	541611	Business and Budget Analyst	Both	\$58.40	\$59.57	\$60.76	\$61.98	\$63.22
12	541611	Administrative Services Support Manager	Both	\$75.63	\$77.15	\$78.69	\$80.26	\$81.87
13	541611	Administrative Services Support	Both	\$58.51	\$59.68	\$60.87	\$62.09	\$63.33
14	541611	Subject Matter Expert, Level II	Both	\$136.02	\$138.74	\$141.52	\$144.35	\$147.23
15	541611	Subject Matter Expert, Level III	Both	\$174.07	\$177.56	\$181.11	\$184.73	\$188.42
16	541611	Vice President/Strategy Officer	Both	\$158.17	\$161.33	\$164.56	\$167.85	\$171.21
17	541611	Executive Strategy Director	Both	\$215.24	\$219.54	\$223.93	\$228.41	\$232.98
18	541611	Business Process Re-Engineering Analyst, Level IV	Both	\$99.57	\$101.56	\$103.59	\$105.66	\$107.77
19	541611	Business Process Re-Engineering Analyst, Level V	Both	\$126.98	\$129.52	\$132.11	\$134.75	\$137.44
20	541611, 541219	Accounting Clerk I	Both	\$37.28	\$38.03	\$38.79	\$39.56	\$40.36
21	541611, 541219	Accounting Clerk II	Both	\$41.82	\$42.66	\$43.51	\$44.38	\$45.27
22	541611, 541219	Accounting Clerk III	Both	\$44.62	\$45.52	\$46.43	\$47.35	\$48.30

23	541611, 541219	Administrative Assistant	Both	\$57.90	\$59.06	\$60.24	\$61.44	\$62.67
24	541611, 541219	General Clerk I	Both	\$31.85	\$32.49	\$33.14	\$33.80	\$34.48
25	541611, 541219	General Clerk II	Both	\$34.72	\$35.41	\$36.12	\$36.84	\$37.58
26	541611, 541219	General Clerk III	Both	\$39.06	\$39.85	\$40.64	\$41.46	\$42.28
27	541611, 541219	Accountant I	Both	\$48.42	\$49.39	\$50.38	\$51.38	\$52.41
28	541611, 541219	Accountant II	Both	\$59.19	\$60.37	\$61.58	\$62.81	\$64.07
29	541611, 541219	Accountant III	Both	\$72.31	\$73.76	\$75.23	\$76.74	\$78.27
30	541611, 541219	Accountant IV	Both	\$83.49	\$85.16	\$86.86	\$88.60	\$90.37
31	541611, 541219	Accounting Supervisor	Both	\$79.85	\$81.45	\$83.08	\$84.74	\$86.44
32	541611, 541219	Budget Analyst	Both	\$56.38	\$57.51	\$58.66	\$59.83	\$61.03
33	541611, 541219	Budget Manager	Both	\$111.36	\$113.58	\$115.85	\$118.17	\$120.54
34	541611, 541219	Contracts Specialist III	Both	\$98.77	\$100.74	\$102.76	\$104.81	\$106.91
35	541611, 541219	Financial Analysis Manager	Both	\$109.97	\$112.17	\$114.41	\$116.70	\$119.03
36	541611, 541219	Program Manager	Both	\$149.87	\$152.87	\$155.92	\$159.04	\$162.22
37	541611, 541219	Project Manager III	Both	\$115.11	\$117.42	\$119.76	\$122.16	\$124.60

Service Contract Labor Standards/SCA (SCLS/SCA) Matrix

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Accounting Clerk I	01011 - Accounting Clerk I	2015-5637 Rev. 11 dated 12/26/2018
Accounting Clerk II	01012 - Accounting Clerk II	2015-5637 Rev. 11 dated 12/26/2018
Accounting Clerk III	01013 - Accounting Clerk III	2015-5637 Rev. 11 dated 12/26/2018
Administrative Assistant	01020 - Administrative Assistant	2015-5637 Rev. 11 dated 12/26/2018
General Clerk I	01111 - General Clerk I	2015-5637 Rev. 11 dated 12/26/2018

General Clerk II	01112 - General Clerk II	2015-5637 Rev. 11 dated 12/26/2018
General Clerk III	01113 - General Clerk III	2015-5637 Rev. 11 dated 12/26/2018

SECTION 4: LABOR CATEGORY DESCRIPTIONS

SIN	Labor Category	Labor Category Description
541611	Management and Planning Director	Shall have a combination of at least ten (10) years' experience and a bachelor's degree. Responsible for providing strategic direction, vision, leadership and program management. Contributes to organization direction through regular involvement with senior level client leadership and team members. Defines project objectives, structure and strategic direction. Assesses and develops policy to govern project activities; providing policy guidance to management, staff, and customers. Establishes metrics to measure and evaluate project performance.
541611	Senior Program Manager	Requires a bachelor' degree and a minimum of twelve (12) years of relevant professional experience. Consults with managerial personnel to clarify program intent, identify problems and suggest changes as needed. Assigns, coordinates, and reviews work of personnel. Experience in assessing and implementing program changes in the development of overall program schedules and support parameters is essential.
541611	Program Manager	Requires a bachelor's degree. A minimum of 10 years professional experience related to the program to be supported, including at least eight years of progressively responsible management and supervisory experience. Ensures projects are completed on time and according to company standards. Assigns, coordinates, and reviews work of personnel. Consults with managerial personnel to clarify programs intent, identify problems, suggest changes, and determine extent of changes required.

541611	Project Manager	Requires a bachelor's degree with a minimum of eight years of experience in managing day-to-day contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Project manager should have the capacity to fully manage project including management and supervision of staff, budget development and oversight, project deliverables and client communications. Responsible for oversight of day-to-day activities on project and responsible for the on-time, on-budget completion of project requirements. Project manager coordinates all project specific partners, affiliates and team members and reviews work for completeness and adherence to requirements. Additionally, delivers presentations, leads client meetings, and must have the ability to work independently.
541611	Planning and Analysis Director	Requires a bachelor's degree with a total of ten years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.
541611	Business Analyst	Requires a bachelor's degree with a minimum of 6 years experience. Responsible for identifying the business needs of organizations to help determine solutions to business problems. Responsible for requirements development and requirements management by eliciting, analyzing, validating and documenting the business, organizational and/or operational requirements. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.
541611	Planning and Management Analyst	Requires a bachelor's degree with a total of eight years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Organizes competitive financial analysis and statistical studies. Provides financial oversight, leadership and support. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Relies on extensive experience and judgment to plan and accomplish goals. Performs a

		variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.
541611	Graphics and Industrial Designer Specialist	Requires an Associate's Degree with six years' experience developing illustrations for highly technical documentation; preparing finalized illustrations and displays for use in technical and administrative documents, or preparing visual presentation material.
541611	Convention and Meeting Manager	Manages the strategy and planning of meetings and special events for an organization. Provides guidance in the coordination of all amenities and accommodations at the event. Monitors and controls event budgets. Requires an associate's degree and at least 2 years of experience in the field or in a related area. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.
541611	Senior Business and Budget Analyst	Requires a bachelor's degree in business, finance, accounting or economics with eight years of related experience. Utilizes mission-oriented business consulting skills in analyzing enterprise problems. May perform analytical and evaluation tasks in functional areas such as business process reengineering, management systems, work flow redesign, organizational effectiveness, job redesign, compensation analysis or performance improvement. Prepares and conducts business analyses and studies, requirements and analysis/definition and cost/benefit analyses in an effort to align business solutions and initiatives. Prepares forecasts and analyzes requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Must be able to meet with customers, lead and facilitate meetings, gather and develop business and financial requirements and translate into working project plan for project delivery team.
541611	Business and Budget Analyst	Requires a bachelor's degree and minimum 2 years of relevant experience. Knowledge of commonly used concepts, practices and procedures within a particular field. Analyst must have strong written and computer skills and be able to support management

		and the project team in the completion of all project tasks. An understanding of the project scope and requirements is required and the ability to complete smaller tasks as assigned on budget and on schedule is required. Reviews, analyzes and evaluates business systems and user needs. Reviews expenditures and prepares operating budgets for various operations to ensure conformance to budgetary limits. Utilizes mission-oriented business consulting skill in analyzing routine management problems. Collects, compiles, presents, and evaluates data and information to support recommended courses of action or proposed solutions.
541611	Administrative Services Support Manager	Requires an associate's degree in a related area or 5 years of experience. Organizes, directs and coordinates administrative support services for consulting and technical staff or directly for clients in project management, meeting/conference organization, report preparation, and project presentations, documentations and materials. Strong communication and client support skill required to interface with customer and provide information and feedback. Other related services. Relies on experience and judgment to plan and accomplish goals.
541611	Administrative Services Support	Require an associate's degree or 2 years of relevant experience. Provides general research, direct administrative guidance and project support services to accomplish mission-oriented business projects. Provides technical and production support for the development of presentations, briefings or reports. Gathers and consolidates data from multiple sources. Prepares visual, and narrative presentation materials or other tasks assigned by project and consulting staff. Relies on experience and judgment to plan and accomplish goals.
541611	Subject Matter Expert, Level II	Requires a bachelor's degree with progressive experience of no less than 8 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and

		activities involved in any area related to the area of expertise.
541611	Subject Matter Expert, Level III	Requires a bachelor's degree with progressive experience of no less than 12 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
541611	Vice President/Strategy Officer	Requires a master's degree with progressive experience of no less than 13 years in related experience for directing, planning, and organizing a major technological operating segment or business area. Substantial management or consulting experience at executive level. Experience in facilitating group interaction for groups ranging from a small team of senior executives to corporate-wide integration and problem resolution. Capable of serving as an individual consultant in direct support of senior executives, a team leader in medium to large-scale performance improvement efforts or facilitator for client groups. Provides technical / administrative leadership and frequently serves as the final authority in field of specialty. Plans and controls resource requirements and allocates and controls resource utilization for area of responsibility. Recommends, reviews, and approves policies and procedures for group-wide and/or company-wide application. May serve as advisor on projects and programs, and works directly with senior level clients to set the project strategic agenda.
541611	Executive Strategy Director	Requires a master's degree with progressive experience of no less than 15 years in directing, planning, and organizing a major technological operating segment or business area. Extensive experience in management or consulting at corporate or senior executive level. Able to perform independent consulting, mentor senior executives, or manage team of consultants in support of major

		client programs or corporate-wide efforts. Expertise and practical experience using broad spectrum of tools, techniques, and methods to resolve organizational and management issues. Manages executives of multiple, rapid hypothesis-based fact finding efforts. Balances potentially conflicting themes and objectives. Generates innovative approaches to address business problems. Relies on experience and judgment to plan and accomplish goals.
541611	Business Process Re-Engineering Analyst, Level IV	Requires a bachelor's degree with progressive experience of no less than 6 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
541611	Business Process Re-Engineering Analyst, Level V	Requires a bachelor's degree with progressive experience of no less than 10 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
541611, 541219	Accounting Clerk I	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

		Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
541611, 541219	Accounting Clerk II	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and 2-5 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
541611, 541219	Accounting Clerk III	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and at least 5 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
541611, 541219	Administrative Assistant	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

541611, 541219	General Clerk I	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
541611, 541219	General Clerk II	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
541611, 541219	General Clerk III	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

<p>541611, 541219</p>	<p>Accountant I</p>	<p>Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require an associate's degree in accounting and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p>
<p>541611, 541219</p>	<p>Accountant II</p>	<p>Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require an associate's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.</p>
<p>541611, 541219</p>	<p>Accountant III</p>	<p>Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting, and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of</p>

		others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.
541611, 541219	Accountant IV	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
541611, 541219	Accounting Supervisor	Responsible for the supervision of accounting professionals. Oversees calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records. Leads most day to day operations of group. May require an associate's or bachelor's degree in area of specialty, and 4-6 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
541611, 541219	Budget Analyst	Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Requires an associate's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines

		to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
541611, 541219	Budget Manager	Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organizations. Directs compilation of data based on statistical studies and analysis of past and current years to prepare budgets and to justify funds requested. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.
541611, 541219	Contracts Specialist III	Develops a pre-negotiation position, determines the types of contracts and negotiation authority to be used, and prepares justification. Coordinates contract management activities consistent with Federal Acquisition Regulation guidance and contractual agreements. Interprets contract provisions, and provides appropriate advice and guidance, using mature judgment and defending all actions taken. Develops guidelines for use of staff and program offices, setting forth procurement lead-times for each type of requirement handled. Serves as Contracting Officer with responsibility for pre-award and post award contracting functions involving procurements. Advises program officials of the procurement objectives to be used and assists in the preparation of the statement of work. Should possess experience in leading and managing other acquisition professionals. Keeps the Director informed of progress in mission and prepares briefings on various vital procurement issues for presentation to higher officials. Education: BS/BA degree. An advanced degree or acquisition certification is preferred (CPCM, CACM, or certificate program).

541611, 541219	Financial Analysis Manager	Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.
541611, 541219	Program Manager	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.