

BANKCARD PROGRAM MANAGER, GS-1101-11

I. INTRODUCTION

The position is located in the Supply department. The incumbent will serve as a senior advisor to the Supply Officer concerning procurement related issues, ensuring the command's full compliance with all procurement laws, regulations, and directives. The incumbent will also serve as the government wide bankcard program administrator. The position serves in the coordination of financial management and office administrative functions as the Agency Program Coordinator (APC) for the Government wide Commercial Purchase Card (GCPC) program..

II. DUTIES

A. (60%) Agency Program Coordinator (APC) for Government wide Commercial Purchase Card (GCPC)

The incumbent of this position has the overall responsibility for the administration and oversight of the Government wide Commercial Purchase Card (GCPC) program. Incumbent administers, directs, manages and coordinates this for the EWTGLANT commands. Incumbent is the technical expert responsible for establishing local procedures for the administration of the GCPC. Incumbent delegates Approving Officials (AO) and Cardholders (CH), providing training, issuing cards and overseeing the integrity of purchase card use. Works with Citibank to maintain daily operations and insure customer service requirements are met. Conducts semi-annual audits of the activity GCPC operations to ensure that compliance with all pertinent regulations and directives are followed. The incumbent coordinates with Expeditionary Warfare Training Group Atlantic (EWTGLANT) and Citibank in the successful reconciliation and transmission of payments in purchase card programs. Incumbent coordinates the reconciliation of Citidirect charges and the posting to the proper source requisitions. Does follow up of timely certification deadlines for EWTGLANT and subordinate commands to avoid government penalties.

Performs all administrative and reporting requirements to provide information to activity management, Cititbank and major claimant. Incumbent will have view access to STARS-FL bill paying accounting systems to monitor any suspended certifications and to expedite prompt payment of statements.

As GCPC APC, duties include the following:

- Ensure integrity of the program is maintained
- Process purchase card application
- Ensure delegations of purchase authority are issued
- Provides guidance to AO's and CH's in the handling of disputes, credits and erroneous statements

- As the APC also sets up Letters of Agreement, Accommodation Check Accounts and payment by Purchase Card accounts as required by EWTGLANT
- Prepare reports to inform command and other hierarchy of status or discrepancies
- Provide mandatory purchase card training, initial and refresher of internal operation procedures
- Ensure accounts (Cardholder & Approving Official) are closed/maintained upon departure of individual from responsible position
- Maintain training file of all appointed officials
- Provide business advice to cardholders
- Serve as issuing bank POC at the organization
- Serve as Bank Fraud Dept POC for bank referrals
- Ensure implementation is coordinated with the servicing Financial Management official
- Ensure a certified funding document exists before establishing the account
- Initiate the revocation and suspension of purchase card account privileges for individuals (cardholders and AO) who violate purchase card procedures
- Maintain a current listing of all cardholders and approving officials under their jurisdiction
- Conduct review on each AO every 12 month to include at least 25% of cardholders assigned to the AO
- Examine the population of transactions for purchases from unauthorized merchants, violations of limits and other irregular activities. Conduct onsite review immediately for suspected violations
- Maintain review results on file
- Provide results of reviews with significant finding IAW DOD Component requirements
- Meet with AO to discuss non-compliance and recommend and implement improved guidelines
- Take appropriate corrective actions in cases where abuse or misuse is uncovered
- Perform management, enforcement and prevention of delinquency and fraudulent practices
- Ensure adequate separation of duties for all appointed officials
- Manage the cardholder and AO profiles and close accounts using the bank automated tool
- Monitor transaction during the cycle in order to take more timely actions against questionable purchases and possible split purchases using automated tools available documentation, which includes receipt/acceptance credentials, purchase card log and cardholder statements
- Ensure financial controls are established in the account profiles in accordance with requirements. Specific financial controls must be established. Do not allow defaults to go above the maximum amounts established
- Monitor and assist in resolution of installation delinquency problems and required
- Ensure compliance with governing the Federal Acquisition Regulation and governing policies and regulations
- Assist cardholder and AO with account management and reconciliation as needed
- Provide effective procurement support to all departments and meet the procurement needs of the command as related to the purchase card program
- Analyze accounts and specific cardholder activity

- Act as Audit/Internal Review focal point for purchase card related issues
- Conducts semi-annual internal audits to insure compliance with regulations
- Acts as the Force representative for reviews and audits conducted by hierarchy representatives
- Develop local purchase card policies and procedures where required to include file management procedures in accordance with FAR, FMR and local record retention policy
- Report program activity to all levels of management when required
- Perform team leader functions based on program size and staffing
- Attend yearly conferences as well as any other meetings and conferences pertaining to the programs
- Perform special processing as required based on local systems or processes such as refunds as appropriate
- Maintains current knowledge and answers questions of other employees on procedures, policies, directives, etc., and obtain needed information or decisions from supervisor on problems that come up. Provides Force wide training in the setup and use of purchase cards.

B. (25%) Invoice Certification

Incumbent serves as the Certifying Officer for invoice payments to DFAS. Duties include:

- Receives and verifies vendor invoices for correctness and completeness of information IAW Financial Management and Federal Acquisition Regulations
- Serves as customer liaison between internal government customers, commercial vendors, and DFAS to resolve discrepancies and/or disputes on invoice payments
- Maintenance of contractual files/financial records for audit
- Compose correspondence via e-mail or official letters to vendors, other activities, and DFAS on issues such as improper invoicing and acceptance/rejection of receipt of services or material

C. (15%) Special Studies and Review

Conducts special studies, analyzes data to detect unsatisfactory conditions relative to financial practices, procedures, records, accounting systems and reports. Reviews, devised, recommend and initiate remedial actions, changes in procedures and practices to correct or improve accounting, financial and reporting operations. Analyzes procedures to identify weakness in internal control and develops command policy to establish quality control. Identifies and implements new programs to benefit, enhance and advance financial capability of financial capability and operations.

III. FACTOR LEVEL DESCRIPTIONS

Factor 1 – Knowledge Required by the Position

Knowledge and understanding of financial policies and regulations as prescribed in the Navy Comptroller Manual, DOD Financial Management Regulations, and other agency and bureau directives and instructions which cover financial and budgetary processes to justify and execute the Station's budgetary requirements. Knowledge and understanding of the NAVSUP Simplified Acquisition Procedures. Comprehensive knowledge relative to resource accounting/purchase policies, principles, concepts, and operating requirements, and apply this knowledge to the operations of the activity. Ability to operate financial procedures in order to reach logical conclusions on deficiencies, take corrective actions, and formulate policies to change command procedures.

Factor 2 – Supervisory Controls

The position works for the Supply Officer EWTGLANT. The Supervisor outlines or discusses possible problem areas and defines objectives, plans, priorities and deadline mission objectives to be achieved. The incumbent is responsible for independently planning and carrying out all duties to accomplish objectives assigned. Incumbent plans, performs, schedules all requirements for programs that arise. Incumbent carries out assigned duties within time frames dictated by internal organizational deadlines and financial cycle time frames. Incumbent is responsible for resolving issues of controversial implications or need for changes in policies or regulations. Completed work is generally reviewed by the supervisor for appropriateness, soundness and conformance with command policies and objectives. Incumbent's supervisor provides oral assignments of requirements for financial administrations.

Factor 3 – Guidelines

Guidelines used include the Navy Comptroller Manual, DOD Financial Management Regulations, NAVSUP, agency and bureau directives, instructions and traditional practices that cover financial management and Travel and transportation regulations (JTR, DOD, SECNAV, CNO FMR, OPM and NAVPERS). Employee uses judgment to adapt the guidelines to specific cases or problems and to interpret a large number of regulations.

Factor 4 – Complexity

Advises managers who are not totally familiar on propriety of purchase card activity, funds obligations; establishing financial controls and records involving consideration or numerous and varied legal and regulatory constraints; numerous directives are checked, analyzed, interpreted or evaluated before a course of action is determined.

Incumbent uses a wide range of past and present statistics and financial data to determine accountability and to formulate new policy and procedures. The timing of financial transactions may involve for example, the acquisition, distribution, and/or transfer of funds.

Close coordination with budget analysts, Program Directors, OPTAR holders and managers to ensure full compliance with financial policies and guidelines. This is especially critical in areas where there are no established precedents for complex issues. May recommend the approval or disapproval of requests for actions involving commitment of funds.

Factor 5 – Scope and Effect

The purpose of the work is to fully implement and facilitate the Purchase Card Programs. Advice, information and recommendations made by the incumbent concerning policies also affect the Program Directors of EWTGLANT. This work contributes to EWTGLANT's mission and to the financial integrity that accomplishes the purpose as passed down from higher headquarters. Working directly with DON E-Business Office, NAVSUP and Supply agencies to mobilize and effect changes that will benefit the Navy guidelines may be involved.

Factor 6 – Personal Contacts

Contacts are with variety of civilian & military personnel in all levels within the Financial Management Office, Program Managers and their representatives, administrative personnel and with EWTGLANT Command and staff. Contact made with similar components at other DOD activities, e.g., local military commands, and higher headquarters, COMMAND STRIKE FORCE TRAINING GROUP ATLANTIC (CSTFLANT) and USFLTFORCOM. Contact is also made with financial institutions such as CitiDirect and DFAS for billing/statement inquiries. Contacts made by phone and correspondence with representatives of other commands and higher headquarters. Contacts often take place on-site at meetings or conferences or at different locations, in the continental USA.

Factor 7 – Purpose of Contacts

Contacts with Program Directors and other activity personnel and their representatives are made to advise, train, coordinate, exchange information and to resolve problems related to accounting, financial, & purchase card procedures. Managers are often reluctant to accept advice, recommendation or solutions and the resulting effects. Persuasion may be required to obtain acceptance or agreement on the final course of action to be taken. The incumbent contacts counterparts in accounting & budget offices at other or higher headquarters to obtain information or provide advice or explanation as to policy or procedures taken by our command financial office.

Factor 8 – Physical Demands

The work is sedentary, being performed for the most part in an office while seated at a desk. The incumbent occasionally walks to and from other offices in the vicinity or drives to and from outlying offices for meetings. Some TAD travel is required to go to

conferences or conduct information gathering. Some effort is used in carrying books, files and documents for short distances.

Factor 9 – Work Environment

Work is performed in an adequately lighted, heated, and ventilated office setting.

Factor 10 – Explanatory Statements

Work requires employee to have a Secret clearance. The employee must sign security statements appropriate to the level of clearance and access granted.