



3 July 2018

To Whom It May Concern:

The American Society of Military Comptrollers (ASMC) announces the following position recruitment. **Deadline for submission of applications for the position is midnight, 31 July 2018.** Applications may be emailed to Al Runnels at runnels@asmconline.org or mailed to him at 415 N. Alfred St, Alexandria, VA 22314. Applications submitted via email after 31 July 2018 or mailed with a postmark after 31 July 2018 will not be considered.

Position Title: Associate Director, Education and Professional Development

Position Location: Headquarters, ASMC, 415 N. Alfred St, Alexandria, VA 22314

Position qualifications, duties, and responsibilities are included in the attachment.

Compensation, benefits, and conditions of employment:

Salary Range: \$90,000 - \$100,000

Subject to specific plan requirements employee may be eligible to participate in health, dental, vision and ASMC's 401k retirement plan. Employee is eligible for paid federal holidays, and also annual and sick leave.

- Paid annual leave at a rate of 10 days/year for each of the first five years of employment with ASMC. After year 10, paid annual leave is capped at 15 days per year. Employee may accumulate unused annual leave in excess of 15 days during the calendar year; however, unused annual leave in excess of 15 days at the end of the calendar year will be lost and not carried forward to the subsequent year.
- Paid sick leave: accrual rate of 4 hours per two-week pay period. Employee may accumulate unused sick leave indefinitely during employment with ASMC; however, the Society does not compensate employees for unused sick leave at termination of employment.
- Participation in ASMC's 401k pension plan, at up to a 6% rate of total annual compensation (base salary, plus bonuses, if applicable); company matching of the up to 6% rate begins after 6 months of employment, but is payable (vested) only after two years of employment with ASMC.
- As part of ASMC Management staff, employee is expected to work at least a 40-hour regular workweek. Overtime pay is not authorized.
- Free parking will be available.

Attachment

A handwritten signature in black ink, appearing to read "A. Runnels".

Al Runnels
Executive Director

National Headquarters

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Associate Director for Education and Professional Development American Society of Military Comptrollers

Position Overview

The Associate Director for Education and Professional Development is responsible for providing strategic oversight, directing, and managing all aspects of American Society of Military Comptrollers (ASMC) training, education, and professional development activities. As a key leader and program director on the ASMC staff, he/she will participate in ASMC Strategic Planning, Enterprise Risk Management, organizational performance assessment, communication, and other key management activities in support of achieving ASMC's vision and mission. He/she will work with the ASMC National Executive Committee (Board), the Executive Director, the senior management team, and ASMC councils and committees to develop and implement strategies for supporting the training and professional development needs of all ASMC members and the defense financial management profession overall. He/she will also ensure the Society's education and professional development program activities take advantage of opportunities to collaborate with other organizations (such as defense learning institutions, universities, and ASMC corporate members) so as to develop and provide all types of training opportunities (including on-site, virtual, and hybrid) taking advantage of the latest technology available in the realm of delivery of training and education. Finally, he/she will ensure the Society's education, training, and professional development program activities are consistent with relevant ASMC policies and procedures.

Position Responsibilities:

Strategy, Planning, and Program Management

- Participates as a member of the ASMC executive staff team, contributing to development of long-term strategy and annual organizational goals. Works collaboratively and cooperatively with other senior staff in membership, certification, communications, public affairs, and finance as necessary to achieve organizational goals.
- Based upon guidance and direction from the ASMC Board and the Executive Director, works collaboratively with the ASMC staff, Chapter Presidents, and ASMC commissions and committees in setting the strategic direction for development and implementation of the ASMC education, training, and professional development program.
- Develops an annual ASMC Annual Training Plan consisting of significant training events; such as, the National Professional Development Institute (PDI), Chapter Regional and Mini-PDIs, centrally funded and overflow Enhanced Defense Financial Management Training Courses, webinars, etc. Updates the training plan on a monthly basis so as to maintain a 12 month view of training events.

Attachment

- Develops and implements plans for expanded virtual type (including live streaming and recorded) training and education offerings, using best value/latest available technology.
- Develops the annual budget of revenue and expenses associated with the ASMC training and education program for review by the Executive Director and approval by the ASMC National Executive Committee. Monitors performance against budget and assures course correction as needed.
- Prepares and presents reports and recommendations regarding ASMC education, training, and professional development activities to the Executive Director and the National Executive Committee.
- In coordination with the Business Analyst, conducts review and analysis of data associated with the ASMC education, training, and professional development activities toward maximizing benefit to ASMC members and the overall defense financial management community.
- Develops all contracts associated with the ASMC education, training, and professional development (excluding testing) program for signature by the Executive Director. Reviews and certifies education, training, and professional development invoices and provides them to the Financial Operations Manager for payment.

Enhanced Defense Financial Management Training Program (EDFMT)

- Serves as ASMC POC for all activities associated with the EDFMT Program.
- Coordinates with the Defense Finance and Accounting Service (DFAS) EDFMT Program Manager regarding their administration and renewal of the three year EDFMT Centrally Funded Program contract.
- Serves as ASMC POC regarding communication, coordination, and actions with the EDFMT Centrally Funded Program contractor.
- Serves as coordinator for the Overflow (non-centrally funded) EDFMT Program.
- Serves as coordinator and administrator of EDFMT module training for corporate members as part of their corporate member benefits.
- Ensures information regarding all scheduled EDFMT Courses (both centrally funded and overflow) is updated on the ASMC Website and social media, and is posted to appropriate “communities” within the ASMC “Engage” membership collaboration platform in a timely manner.
- Maintains close contact with DFAS and applicable ASMC Chapter Presidents to manage the risk of cancellation of scheduled EDFMT courses due to under subscription of registrants.
- Ensures high quality of EDFMT instruction by periodically observing instructors as they teach courses and also reviewing course evaluation feedback from students.
- Serves as POC for maintenance and update of the ASMC EDFMT textbook.
- Manages printing, pricing, sales, and mailing of the EDFMT textbook.

ASMC National Professional Development Institute (PDI) Program

- Develops and fosters a close working relationship with defense learning institutions such as the Defense Financial Management and Comptrollership School, Defense Resource Management Institute, Syracuse University Defense Comptrollership School, CFO Academy, etc.
- Oversees the PDI Professional Development Committee (PDC) in its role in developing the PDI program of approximately 110-120 National PDI Program sessions (including all mini-courses and workshops).
- In coordination with the Executive Director, secures a volunteer Chair of the Professional Development Committee and works with him or her in identifying members of the committee and scheduling committee meetings.
- Develops and issues the annual Call for Corporate Workshop Proposals from Corporate Gold and Silver members.
- Supervises the PDC Coordinator (ASMC part-time staff member) in his/her development of PDC meeting agendas, assembly of workshop proposals for review by the PDC, and development of data/information concerning results and ratings of previous year PDI sessions.
- Once the PDC has approved PDI sessions, based upon submissions of workshop proposals from ASMC Gold and Silver corporate members, supervises the PDC Coordinator in scheduling all mini-courses and workshops within the Thursday/Friday session timeframes.
- Supervises the PDC Coordinator as he/she serves as POC to "Registration HQ" the current ASMC contractor for programming all information regarding PDI sessions into the PDI registration system.
- Serves as ASMC POC to Department of Defense (Services and Defense-Wide) and US Coast Guard Service Day POCs for their planning and development of Service Day Programs.
- Maintains ASMC's accreditation for college level education credit and also authority to award National Association of State Boards of Accountancy (NASBA) Continuing Professional Education (CPE) credits for National PDI education and training sessions. Oversees development and maintenance of all necessary documentation to support such renewal of accreditation and award of NASBA CPEs.
- Coordinates with Registration HQ to ensure prompt and accurate provision of CPE/Continuing Education and Training (CET) credits to individuals participating in National PDI sessions.
- Manages the planning, coordination and implementation of live streaming of National PDI content.
- Oversees coordination, development, and administration of the ASMC Virtual PDI program.

General

- Oversees development of other training and education; such as webinars and audio conferences, as required to enhance chapter development and membership professional development.
- Plans and conducts special projects as assigned.
- Travel required 3-5 times a year.

Position Requirements

- Undergraduate level degree in financial management related field accounting, finance, etc required. Master's Degree in financial management related field preferred.
- Certified Defense Financial Manager (CDFM) credential preferred.
- Minimum ten years progressive experience in defense financial management, either with the Department of Defense or US Coast Guard.
- Minimum five years staff management experience.
- Excellent written and verbal communications skills.
- Knowledge of continuing professional development standards in financial management education.
- Knowledge of defense learning institutions (Defense Financial Management and Comptroller School, Syracuse Defense Comptrollership Program, Defense Resource Management Institute, CFO Academy, etc) and their programs.
- Knowledge of virtual training and education technology and platforms.
- Experience as an administrator or instructor of defense financial management subject areas preferred, but not required.
- Knowledge of the Department of Defense Financial Management Certification Program.
- Demonstrated ability to translate strategic goals and objectives into initiatives and work plans and lead execution against those plans.
- Successful track record of directing multiple projects in a fast-paced, deadline-driven environment.
- Highly accountable for own and direct report actions.
- Ability to formulate clear, concise, thorough and supportable recommendations. Exceptional interpersonal skills at all levels of the organization.
- Collaborative, solution-oriented team leader and colleague.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). Proficiency in cloud-based work environment; such as use of DropBox, SharePoint, etc.