

**Management Support Specialist  
IS-0301-11 113233**

**INTRODUCTION**

This position is in the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution (SI), Washington, D.C. CFCH is dedicated to building understanding, strengthening communities, and reinforcing our shared humanity. Outputs from our projects and activities often inform the development of public programs and events

The purpose of the position is responsible for managing the financial planning, budgeting, procurement, travel, and other administrative functions for all cultural sustainability, research, and education projects.

**MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent reviews CFCH's strategic planning process, using knowledge and experience of the cultural sustainability, research, and education project budgets, financial management, procurement, personnel, and general administration activities to provide strategic planning and policy. To carry out the position responsibilities, the administrative specialist will need to carry out work in a few broad categories:

**Budget Support**

Responsible for overall financial management of all cultural sustainability, research, and education trust, grant, and gift funds. Manages and analyzes all cultural sustainability, research, and education expenditures (including personnel costs) and revenues on a monthly basis. Prepares monthly status reports and an analysis of expenditures tracking percentage of expenditures on both activity and project basis. Plans multiple budgets and spending scenarios based upon projected changes (increase or decrease) in revenues. Identifies and suggests strategies to achieve program goals with greater financial and time efficiency. Uses projections to suggest strategic actions to best achieve CFCH's programmatic goals in cultural sustainability, research, and education. Analyzes long-term impact of such budget decisions. Facilitates the cultural sustainability budget development process by coordinating spending requests and budget plans from all cultural sustainability, research, and education team members.

Ensures that allocations are spent in accordance with established budget plans and prepares monthly fund status briefings and reports. Effectively manages day-to-day financial transactions. Verifies funds availability; determines financial codes based on transaction, source, purpose, and program; and approves purchases, assuring appropriateness of purchase to funds used. Reconciles monthly SI reports with cultural sustainability, research, and education project records, resolving discrepancies through discussion with vendors, SI accounting office, and a variety of SI offices. Provides continual funds and budget updates to relevant CFCH staff. Alerts relevant CFCH staff of funds in jeopardy of deficit and/or unresolved

discrepancies. Troubleshoots and resolves the most difficult technical issues in reconciling funds and approving expenditures. Follows up transactions to completion.

### **Program Support**

Serves as primary point of contact and manager for cultural sustainability, research, and education administration and day-to-day operations. Supports orientation for new employees and coordinates their transition into the CFCH community. Establishes a schedule for new employees for necessary training classes (Concur, small purchases, etc.) as appropriate. Tracks the term of employment for each staff member and ensures that necessary personnel action requests are executed in a timely manner. Coordinates and oversees administrative projects. Assists archivists with the collection and transfer of appropriate cultural sustainability, research, and education staff content to Smithsonian Archives.

Purchases goods and services through purchase card or order, documents receipt, assures payment and closes out orders, prepares travel, tracks time and attendance, and carries out related administrative tasks. Initiates and/or monitors billing, receipt, disbursement, and transfer of funds. Reviews, analyzes, and extracts budget and funds information to prepare/contribute to a variety of reports. Writes and develops financial reports and distributes them to appropriate audiences. Provides recommendations to the director of special projects on specific strategies for securing additional funds and providing budget information necessary for fundraising activities.

Coordinates and/or serves as COTR for various cultural sustainability, research, and education administrative and/or financial projects. Coordinates travel and logistics for relevant invitation meetings and events. Serves as a timekeeper for the Time & Attendance system for CFCH. Serves as a point of contact for travel-related issues and the use of the Concur system. Assists with public programs, including coordinating participant (invitational) travel, managing program mailings, arranging program production logistics (audio-visual and other details), and developing technical guidelines to ensure their smooth operation.

Performs other duties as assigned.

### **Knowledge Required**

Basic knowledge of principles and/or practices of accounting, budget, and/or finance to formulate budgets, manage accounts assigned, monitor obligations, expenditures, and sufficient to conduct reconciliations and follow-up.

Basic knowledge of procurement regulations policies and best practices to select best way to achieve needed goods and services, and to arrange purchases, and contracts.

Knowledge of and skill in automated systems to maintain suspense tracking system and other software including word processing, database, applications, and software sufficient to track, reconcile, and resolve a variety of administrative activity (e.g., financial, tracking systems, etc.).

Knowledge of and skill in the principles and methods of research and documentation sufficient to carry goals of research projects.

Knowledge of and skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.

Skill to schedule and coordinate logistics for varied events and meetings.

Skill in fact finding techniques, development of presentations and reports, and application of mature judgment in the problem solving.

Skill in establishing and maintaining effective relationships with management and staff to gain confidence and cooperation of management, stakeholders, and customers.

Skill in oral communication.

Skill in written communication.

### **Supervisory Controls**

The incumbent reports to the director of special projects, who assigns work in terms of broadly defined objectives, priorities, and deadlines. The incumbent plans and carries out the work independently. Incumbent routinely resolves complex problems through own resourcefulness and knowledge of relevant systems.

### **Guidelines**

Guidelines consist of an abundance of Trust, SI, and CFCH policies, regulations and processes covering budget, financial transactions, procurement, travel, and other administrative functions. Incumbent exercises seasoned judgment in selecting, interpreting and applying guidance to a wide range of budget and financial transactions as well as procurement and travel and uses initiative and judgment in recommending new methods. The incumbent continually reconciles program demands with sound financial accountability in budget, bookkeeping, and procurement.

### **Complexity**

The work involves gathering information, identifying issues, and developing recommendations to improve conditions of a procedural nature and to resolve problems of effectiveness and efficiency of work operations pertinent to the organization. Work usually consist of issues, problems, or concerns that are not always susceptible to direct observation and analysis. The work requires constant balancing of process and policy with demands from requestors and with workload of units, and sound practical judgment must be used in determining the best course of action and

methods of implementation. Work requires substantial decision-making concerning interpretation and analysis of data and refining of methods. Judgment and recommendations have significant impact on CFCH policies, long-term planning, and achievement of long-term strategic goals. Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of the administrative processes studied, such as those associated with services. Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or otherwise difficult to document.

### **Scope and Effect**

The work performed is administrative and analytical in nature and involves program guidance and problem solving in all phases. The accurate, correct, and timely development and execution of budget and reconciliation of financial transactions directly affects the ability of CFCH to meet their commitments to their funders and to accomplish program goals and activities. CFCH must maintain a high level of accuracy, meet many urgent deadlines, and present a highly professional public face to its audiences at all times.

### **Personal and Purpose of Contacts**

Incumbent has contact within CFCH with a range of staff in department and administrative offices as well as central SI staff in the Office of Sponsored Projects, Office of Finance and Administration, and Office of Contracting. The purpose of these contacts is to exchange financial information, negotiate, and resolve problems with accounts and other administrative areas. Incumbent also has contact with members of the academic community, experts in a wide range of fields, representatives of special interest organizations, foundations, and the general public. The purpose of these contacts is to ensure that all arrangements related to the CFCH activities and programs are smoothly carried out.

### **Physical Demands**

Most work is sedentary.

### **Work Environment**

Most work is performed in an office setting.

## **CONDITIONS OF EMPLOYMENT**

Occasional evening and weekend duty related to public programs is expected.