**Associate Director for Education and Professional Development**

**American Society of Military Comptrollers**

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| **Position Requirements**   * Undergraduate level degree in financial management related field accounting, finance, etc required. Master’s Degree in financial management related field preferred. * Possession of Certified Defense Financial Manager (CDFM) credential preferred, but not required. * Five to ten years progressive experience in defense financial management, either with the Department of Defense or US Coast Guard preferred, but not required. * 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 preferred, but not required. * 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. |