**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.

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