

SUSAN K. HYPES
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PROFESSIONAL SUMMARY

Multi-faceted career including corporate and government contract accounting, budgeting and financial management experience, specializing in the defense intelligence and computer technology industries.

EXPERIENCE

September 2013 to Present SAIC/Leidos, Arlington, VA

Financial Auditor/Analyst: Directly support intelligence community customer providing financial analysis and audit assistance for costs billed on classified contracts. Prepare detailed audit plans based on Federal audit guidelines. Travel to contractor sites to perform on site audits of accounting systems and records to verify compliance with contract terms and Government regulations. Prepare formal audit reports of finding for presentation to Program Director and Contracting Officer. Participate in meetings with senior Government officials. Provide general accounting advisory support. Review of contract billings and cost proposals.

December 2012 to Present KPMG, LLC, Alexandria, VA

Senior Associate Federal Advisory: Support Defense Logistics Agency customer by providing services on the Procure to Pay Cycle team crucial to continuous and secure operations. Assist in managing financial, informational, and operational risks, as well as provide performance improvement recommendations to improve efficiency. Coordinated with field sites to complete and track Corrective Action Plans to address identified deficiencies. Duties include review and evaluation of financial risk, financial reporting, and accounting transactions processes including internal controls. Review and evaluate Federal financial business processes and financial statement data in preparation for financial statement audit in 2015. Analyze reports and findings to assist government with completing vendor assessments, requirements gathering, testing, training, and implementation phases.

July 2012 to September 2012 Mystec, Inc. Catharpin, VA

Consultant: Assist small business with preparation of written financial policies and procedures to be in compliance with DCAA and other federal regulations in preparation for contract negotiations and awards.

May 2010 to October 2011 Tecolote Research, Inc., Chantilly, VA

Senior Financial Analyst: Directly supported Communications Directorate at the National Reconnaissance Office by assisting NRO community with financial management specializing in acquisition and procurement of IT equipment for use on internal networks. Used government financial applications, including NFIS, FIRsT and SAP, to prepare and collect funding actions for services and equipment for all NRO directorates and offices. Coordinated with Logistics Management Branch, Contracting Officers and Project Managers to ensure compliance with Financial Policies and Procedures and to facilitate timely execution of funds. Assisted customers and Contracting Officers to provide correct Expenditure Types and BOC on funding documents. Prepared Project Closeout spreadsheets to advise customers of funds status. Participated in numerous working groups to improve procurement and acquisition processes.

May 2004 to May 2010 Northrop Grumman-TASC, Chantilly, VA

Senior Financial Analyst/Program Budget Officer: Directly supported NRO Communications Directorate. Provided financial compliance training and performed audits of \$20 million budget for labor and equipment expenditures. Travelled to Detachment sites to sample documents and reconcile reports from Detachments database and NRO financial systems (NFIS, SAP). Prepared and presented annual Budget Offsite for 35 site logistics and financial personnel including detachment chiefs. Assisted with reconciliation of Government Purchase Cards and provided guidance on NRO policies and procedures for purchase card management. Acted as liaison to NRO headquarters for leased and purchased vehicles. Responsible for timely execution of appropriated funds and prepared five year strategic plans. Worked directly with Program Managers and Contracts staff to ensure timely funding of all contract actions for labor and equipment. Prepared spreadsheets comparing planned to actual costs and participated in monthly and quarterly Program Management Reviews to provide explanations for variances of actual to planned costs. Analyzed FTE and labor costs on each contract and advised senior management on status of contract funding and expenditures. Reviewed contractor CFSR's to ensure

funding levels met requirements. Corporate Section manager TASC. Duties included performance evaluations, timecard authorization, staffing and supervision for eight employees.

April 2002 to May 2004 General Dynamics-Advanced Information Systems , Fairfax, VA

Senior Finance Manager: Supported Sector President and Program Managers for Enterprise Systems Division, which included NRO and other Intelligence Community customers. Responsible for all aspects of financial management for program revenue of over \$100 million per year, including direct and indirect cost reporting, control, analysis and strategic planning. Coordinated with Contract Managers to review Statement of Work and ensured compliance with contract deliverables including CFSR's and other financial reports. Prepared Estimated Cost to Completion (ECP's) and monitored staffing levels for each contract which required in depth analysis of multiple labor categories and per site skill mix. Prepared monthly Profit/Loss analysis for each contract, especially T&M and CPFF/CPAF contracts. Advised program managers of staff changes and prepared projections for current and out year requirements. Participated in cost proposals for follow-on and new work. Managed four financial analysts and ensured contract deliverables were submitted timely. Prepared annual direct and indirect budgets for entire business sector. Coordinated with Contracts and Accounting departments to ensure proper G&A and Overhead rates applied in Deltek Costpoint.

Accounts Receivable Manager: Managed 12 billing and collections accountants for two divisions of \$500 million integrated solutions and services corporation. Responsible for all accounts receivable and related general ledger accounting functions for over 2000 active contracts, including account analysis and reconciliation including unbilled balances. Managed collection of outstanding accounts. Ensured adherence to schedules and deadlines and interfaced with Contracts and Program Managers to ensure compliance with contractual requirements, FAR and GAAP. Provided training and support for billing staff and performed staff evaluations.

May 1998 to April 2002 EG&G Technical Services, Fairfax, VA

Director of Finance & Accounting: Managed the Finance and Accounting Department for the Asset Management Division including training, coordination of workload, priorities and schedules. Monitored and evaluated employee performance. Developed and maintained \$35 million direct budget program for the U.S. Customs and IRS contracts including direct and indirect expenses. Ensured timely and accurate submission of contract deliverables and participated in quarterly award fee negotiations. Assisted corporate management with financial decisions and participated in development of annual and long range strategic business plans. Assisted with cost proposals and participated in contract negotiations including an oral presentation to US Customs source selection committee. Prepared monthly financial statements for the division and submitted to Corporate Office. Assisted with DCAA audits. Analyzed all accounting activity and prepared any necessary correcting or accrual entries. Prepared Fixed Asset schedules and calculated monthly depreciation. Prepared general ledger account reconciliations for all asset and liability accounts and entered journal entries.

November 1991 to May 1998 Systems Engineering Solutions, Inc. Dunn Loring, VA

Comptroller: Managed accounting, personnel and administrative functions for \$40 million DOD Contractor. Selected and implemented accounting system to satisfy DCAA incurred cost audits and trained accounting staff. Prepared in-house payroll for over 500 employees and filed multiple state withholding and other taxes. Negotiated new benefit plans for multi-state employees including 401K, flexible spending plan and health insurance. Prepared monthly financial statements and project status reports for senior management. Analyzed labor and ODC costs for large CPFF contract and advised program management of staffing issues. Prepared and entered general ledger journal entries for monthly expense accruals and reconciled all asset and liability accounts. Provided annual schedules to CPA for income tax preparation.

July 1985 to November 1991 Dexcel Systems Corporation Vienna, VA

Assistant Controller: Managed financial operations for \$30 million commercial computer reseller and supervised accounting staff.

CLEARANCES HELD

TS/SCI with CI Polygraph Current Active 2013 and 2004 through 2011

National Agency Check (Common Access Card) 2012 - Present

Position of Public Trust: US Treasury 1998 – 2002

Top Secret: 1992 – 1998

EDUCATION

B.A. Liberal Arts, University of Virginia

Certificate in Accounting, University of Virginia
Federal Budget and Accounting Courses, Management Concepts, Inc.

CERTIFICATION

Certified Defense Financial Management – Acquisition (CDFM-A), 2009

Software Used:

Deltek System 1, Deltek Costpoint, Sympaq, SAP, ADP Payroll, Microsoft Office, Excel, Powerpoint, Project Cost Estimating Tool, Momentum(NFIS), QuickBooks, Fixed Asset Management

References Provided Upon Request