

CHERYL A. HELMS

DETAILED EXPERIENCE

Financial Specialist – Longenecker & Associates Fort Chaffee, AR

3/2015-present

Responsible for travel authorization and voucher processing for reimbursement and payroll data entry for the assigned Office of Secure Transportation (OST) Command federal employees and the NMCB students.

- Review timesheets for correctness and enter the data into the time and attendance system for processing
- Cross check payroll prior to payroll certification and submission
- Calculate weekly overtime, record, and submit overtime report as defined at the OST command
- Complete and enter submitted changes of Tour of Duty forms
- Provide briefings or training on time and attendance and Travel procedures to Federal employees and NMCB students at the assigned OST command
- Provide clerical duties in direct support of the AO section personnel to include Unit Commanders, Deputy Director(s) of Operations, and Director of Operations.
- File and maintain Time and Attendance records

Using the travel manager system (Concur)

- Create and submit travel authorizations
- Create and submit travel voucher insuring all documentation is attached and signed
- Monitor travel for payment and print remittance notices upon payment. Both OST and L&A standards for timeliness and accuracy are to be met, preferably exceeded
- File and maintain travel records for the NMCB students while attending the courses

Innovative Technology Partnerships LLC (ITP) Fort Chaffee, AR

11/2009-present

- DOE "L" Security Clearance
- Preparing Complete PR Packages
- Obtaining Quotes (Verbal & Written), Solicit Sources, and Market research
- Expense/Cost Analysis Reports, Monthly Reports, & Special Projects
- Assist in SAV meetings and Pre-SAV Preparedness Meetings
- Training PR requestors in PR writing techniques and procedures
- Informing Program Managers of applicable changes in FAR.
- Performing Receiving and close-out procedures for PR packages
- Daily use of Outlook email, Microsoft Word, and Excel
- Daily input of attachments, and updates in Sharepoint spreadsheets
- Trained in use of iportal, and Stripes Systems

**Acquisition Specialist – Wackenhut Services, Inc.
Fort Chaffee, AR**

March 2002-Oct 2009

- DOE "Q" Security Clearance
- Preparing Complete PR Packages
- Developing SOW, JOFOC (Sole Source & Sole Item), & Letters of Urgency
- Obtaining Quotes (Verbal & Written), Solicit Sources, and Market research
- Expense/Cost Analysis Reports, Monthly Reports, & Special Projects
- Assist in SAV meetings and Pre-SAV Preparedness Meetings
- Training PR requestors in PR writing techniques and procedures
- Informing Program Managers of applicable changes in FAR
- Performing Receiving and close-out procedures for PR packages
- Daily use of Outlook email, Microsoft Word, Excel

**Customer Service Supervisor HPP6 – Army Air Force Exchange Service/MWR
Fort Chaffee, AR**

April 1984-March 2002

- Visual Merchandising
- Ordering Merchandise
- Training & Oversight of cashiers and clerks
- Customer Service Lead Supervisor
- Special Orders procurement,
- Shipping/Receiving Documentation
- Inventory & Sales Reports
- Vendor Returns and Disposals
- Accounts Receivable

EDUCATION

- Fort Smith High School – General Education Diploma: April 1971
- Adult Education Center Fort Smith Ar. Classes in: Intro to Computers, Advanced Computing, Microsoft Windows, & Microsoft Excel
- Management Concepts:
 - Simplified Acquisition Procedures
 - Micro-Purchase Procedures
 - Federal Acquisition Regulations (FAR)
 - Introduction to Federal Contracting