



DEONAH NORFLEET, MBA, PMP

Public Sector Manager

EXECUTIVE SUMMARY

DeOnah Norfleet is a manager with BDO Public Sector, LLC. She supports the Army Working Capital Fund (AWCF) Environmental & Disposal Liabilities program for the Army Materiel Command (AMC).

Ms. Norfleet is responsible for assisting clients with Environmental Liabilities and audit readiness initiatives and developing correction actions and resolving audit findings related to Environmental Liabilities.

Ms. Norfleet has over 11 years of accounting and financial management experience. She has supported several government agencies including the United States Department of Defense (DoD), United States Department of Health and Human Services (HHS), National Science Foundation (NSF), and General Services Administration (GSA).

PROFESSIONAL AFFILIATIONS

Society of Defense Financial Management (SDFM), formerly American Society of Military Comptrollers (ASMC)
Project Management Institute (PMI)

EDUCATION

M.B.A., University of Alabama at Huntsville, Huntsville, AL, 2016
B.S., Accounting, University of Alabama at Huntsville, Huntsville, AL 2014

COMMUNITY INVOLVEMENT

Alpha Kappa Alpha Sorority, Inc.
American Society of Military Comptrollers (ASMC), Newsletter Committee Chair



PROFESSIONAL EXPERIENCE

BDO PUBLIC SECTOR, LLC, HUNTSVILLE, AL

Manager (08/2023 - Present) | Senior Consultant (10/2020 - 08/2023)

10/2020 - Present

United States Department of the Army, Army Materiel Command (AMC) Audit Remediation

09/2022 - Present

- Support business development, practice development and project delivery activities for Army Material Command (AMC) Army Working Capital Fund (AWCF) Asset-Driven Environmental and Disposal liabilities (E&DL).
- Supports the development of standardized processes related to the identification, assessment, and future disposal liability cost estimates of asset-driven E&DL in accordance with SFFAS 6, Technical Release 2, and Technical Release 11.
- Supports all aspects of financial statement audit activities for asset-driven E&DL, such as: preparing or reviewing provided by client or sample test responses, attending or briefing audit walkthroughs, reviewing audit findings for accuracy, briefing audit status to client.
- Develops corrective actions and best practices while resolving audit findings related to environmental and disposal liabilities.
- Assists with environmental and disposal liabilities financial reporting data call preparation, dissemination, response consolidation, review, and assessment.
- Interprets and appropriately communicates and discusses disseminated environmental and disposal liabilities guidance with client personnel.
- Contributes to the development of deliverables, reporting performance metrics, presentations, and trainings where applicable.
- Supports updates to workstream-specific project plan and progress on Corrective Action Plans (CAPs).
- Supports recruiting efforts by identifying potential candidates and participating in interviews.
- Prepares presentations, briefings, and actively participates in client meetings and day-to-day interactions.
- Develop cost estimate packages for AWCF GE E&DL.
- Lead weekly internal team meetings and weekly briefings with the AMC Audit Remediation Cell Lead.
- Assist with the Monthly Status Reports and Integrated Project Plans (IPP).
- Actively monitor project deadlines.
- Manage and monitor labor hours and forecast hours charged to the AMC contract.

United States Department of the Army, Army Environmental Command (USAEC) Environmental and Disposal Liabilities Audit Readiness

10/2020 - 09/2022

- Supported business development, practice development and project delivery activities for the USAEC, including Installation Action Plans (IAP) and Cost to Complete (CTC) estimates for E&DL.
- Managed daily support and delivery to peer-level Public Sector clients.
- Assisted clients with Environmental Liabilities audit readiness initiatives.
- Assisted with annual quality control (QC) review of CTC estimates and Installation Action Plans (IAP).
- Contributed to deliverables and performance metrics.
- Assisted in developing and updating SharePoint desktop guides.
- Managed and monitored labor hours charged to the E&DL engagement and intervenes as necessary to ensure engagement economics stay within expectations.
- Managed the internal SharePoint database to ensure files are updated as needed and are readily available to the team.

**KBR, INC., HUNTSVILLE, AL****2/2019 - 10/2020****Lead Accounting Support Specialist**

- Generated cost reimbursable, fixed price, and T&M type billings.
- Reconciled billings to project status reports.
- Calculation of rate variance billings.
- Assist supervisor with invoice approvals for team members.
- Prepared audit support for DCAA.
- Creation of contract closeout support.
- Submitted invoices electronically for payment (WAWF, GSA, Transcepta, STePS, and MPO Portal).
- Executed reports in Cognos and CostPoint.
- Input notes into Costpoint regarding receivable status.
- Worked with various levels of staff to communicate issues.
- Coordinated the timely submission of invoices for payment.
- Participated in Deltek Costpoint upgrade testing team.

NORTHROP GRUMMAN CORPORATION, HUNTSVILLE, AL**6/2018 - 2/2019****Program Financial Analyst 2**

- Provided financial analysis for the PMO and contributed to finance related CDRLs.
- Supported monthly/year-end financial activities at the CLIN level of a large program with multiple contract types.
- Determined, monitored, and reviewed costs, operational budgets, and schedules.
- Funds tracking, status reporting and notifications at the CLIN level for the program.
- Reviewed and approved purchase requests in iBuy and Pricing rough order magnitude estimates.
- Monitored labor hours on program and ensured properly charged.
- Reviewed labor reports/timesheets to verify charges to correct network.
- Forecasted costs at the CLIN level.
- Reviewed travel request forms to ensure proper coding.
- Initiated and implemented program charge numbers and distributed them to program team.
- Executed weekly reports in SAP and Costpoint.
- Reviewed monthly invoices to be submitted in WAWF and followed up on invoice receivables with DFAS.
- Prepared budgets at the CLIN level based on proposals submitted to Government.
- Reviewed and approved vendor invoices against purchase orders.
- Assisted in supporting financial audit.

THE UNIVERSITY OF ALABAMA AT HUNTSVILLE, HUNTSVILLE, AL**10/2011 - 5/2018****Multiple Roles*****Contracts & Grants Accounting | Accountant II****05/2014 - 05/2018**

- Performed post-award administration of contracts and grants, financial reporting, and record maintenance.
- Prepared monthly, quarterly, and annual invoices and financial reports.
- Followed up on outstanding invoices.
- Managed Department of Defense (DOD), State, Commercial and other Federal contracts, and grants.
- Monitored aged receivables.
- Reviewed payroll reports to monitor labor hours charged for accuracy and allowability.
- Reviewed timesheets for charging accuracy & allowability.



- Reviewed travel authorization forms for accuracy and allowability.
- Reviewed/approved P-Card applications and purchases.
- Analyzed processes to improve work efficiencies.
- Monitored applicable federal and state regulations for regulatory changes/updates.
- Prepared Journal Entries to correct and reconcile contract and grant awards.
- Verified all final project reports have been processed and submitted to the funding agency.
- Communicated with agencies, principal investigators, budget analysis and various departments.
- Closed out accounts when grants terminated or when the projects were completed.
- Monitored facilities and administrative costs on contract and grant accounts.
- Monitored overrun accounts and coordinated with department to clear.
- Monitored the fulfillment of cost share obligations on contracts and grants.
- Submitted financial information to Contractor Manpower Reporting System yearly.
- Maintained adequate documentation for processes and procedures.
- Assisted in training new employees and created departmental guidebook.
- Assisted in supporting financial audits.

Contracts & Grants Accounting | *Student Specialist I*

10/2011 - 05/2014

- Prepared monthly, quarterly, and annual invoices and/or financial reports.
- Entered billing information in Wide Area Work Flow and Morado.
- Prepared journal entries to correct and reconcile contract and grant awards.
- Assisted with special projects.
- Participated in monthly staff meeting.
- Scanned and indexed documents in Xtender.
- Closed out accounts when grants terminated or when the projects were completed.
- Performed data entry into the financial reporting system (banner).
- Prepared month end reports.

SHEPPARD-HARRIS & ASSOCIATES, BIRMINGHAM, AL

6/2010 - 8/2010

Summer Intern

- Performed tests of internal control procedures.
- Assisted in formulating recommendations for internal control weaknesses.
- Aided in creating Excel spreadsheets to document time sheets.
- Performed filing and administrative duties.