LAMBERT FINANCIAL

CAPABILITY STATEMENT

CORE COMPETENCIES

Lambert Financial specializes in offering comprehensive financial management services to U.S. Government clients throughout the entire Planning, Programming, Budgeting, and Execution (PPBE) process. Our team of experienced analysts possesses in-depth knowledge of Government financial processes and employs best practices to support clients at the Program, Acquisition Center, and Higher Headquarters levels.

FINANCIAL MANAGEMENT SERVICES

- Our end-to-end financial management services are designed to help clients reduce management costs, maintain long-term corporate memory, submit higher fidelity budgets, exercise greater control over financial resources, and enhance their competitive edge for scarce resources. The rigorous cost estimates provided by Lambert Financial enable clients to robustly defend their budgets and funding submissions.
- We meticulously track the status of each budget and funding submission throughout the entire process, ensuring that our clients are fully informed. Lambert Financial's expertise in preparing Budget Fact Papers and reclamas proves invaluable in mitigating proposed funding reductions. Our tools and processes deliver reliable quantitative impact statements for project budgets and defensible responses to stakeholder queries.
- Utilizing approved financial systems such as the Defense Finance and Accounting Service (DFAS) databases, Comprehensive Cost and Requirement System (CCaRS), and Commander's Resource Integration System (CRIS), Lambert Financial ensures accurate funds management and timely corrective actions. Our strong analytical abilities, proven processes, and sound documentation contribute to successful program audits and positive financial management reviews.

ACCOUNTING / FINANCIAL MANAGEMENT SERVICES

- Translating program cost estimates into robust budget profiles, fiscal year-based budget forecasts, and spending plans.
- Managing an integrated process that tracks program resources from cost estimate to budget submission, develops future year funding profiles and spend plans, and supports stakeholder inquiries and mandatory reporting. Employing a wide range of accounting/financial systems and interfaces (e.g., CCaRS, CRIS, ABSS, WAWF, DTS, MOCAS, GAFS-R, SPOMIS, DWAS, DIFMS, NIMMS, and MFCS) to execute budgets; track funding; and report commitment, obligation, and expenditure status.
- We are developing structured tools and techniques for managing large, complex contracts and reconciling obligations and expenditures.
- We provide credible impact statements to prevent potential budget cuts and support unfunded requirements. We offer practical training to ensure statutory and regulatory compliance and enhance sound financial management skills.

HARTNEL LAMBERT

Founder, CEO

CORPORATE DETAILS

Unique Entity ID: RJ91T3PT5Q27
CAGE Code: 809A1
NAICS Codes: 541611, 541219, 541990, 541213, 541690, 561210, 561320, 561499, 921190, 923120

CONTACT DETAILS

Email: hartnel@lambertfinancials.com
Website: www.lambertfinancials.com
Phone: 205-864-4836

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ADMIN SUPPORT SERVICES

1. OFFICE MANAGEMENT
- Daily Operations: Overseeing the smooth running of office operations, including managing office supplies and equipment.
- Facility Management: Coordinating maintenance and repairs for office facilities.

2. SCHEDULING AND CALENDAR MANAGEMENT
- Appointments and Meetings: Organizing and scheduling meetings, appointments, and events.
- Calendar Coordination: Managing and coordinating calendars for executives and teams.

3. COMMUNICATION MANAGEMENT
- Correspondence: Handling incoming and outgoing communications such as emails, letters, and phone calls.
- Customer Service: Managing customer inquiries and providing support as needed.

4. DOCUMENT AND RECORD MANAGEMENT
- Filing Systems: Organizing and maintaining physical and digital filing systems.
- Document Preparation: Creating, formatting, and proofreading documents, reports, and presentations.

5. DATA ENTRY AND MANAGEMENT
- Data Entry: Inputting data into databases and spreadsheets.
- Database Maintenance: Updating and managing information in databases.

6. FINANCIAL ADMINISTRATION
- Expense Reporting: Processing invoices, managing expenses, and handling petty cash.
- Budget Tracking: Assisting with budget preparation and monitoring financial transactions.

7. TRAVEL AND EVENT COORDINATION
- Travel Arrangements: Booking travel, accommodations, and transportation for staff or clients.
- Event Planning: Organizing company events, meetings, and conferences.

8. HR SUPPORT
- Recruitment: Assisting with job postings, applications, and interviews.
- Onboarding: Facilitating the onboarding process for new employees.
- Employee Records: Maintaining personnel files and handling HR documentation.

9. PROJECT ASSISTANCE
- Task Management: Supporting project management tasks, tracking progress, and assisting with project documentation.
- Coordination: Coordinating between different departments or teams to meet project milestones.

10. OFFICE TECHNOLOGY SUPPORT
- Technical Assistance: Providing support for office equipment and software issues.
- IT Coordination: Liaising with IT support for more complex technical problems.

11. COMPLIANCE AND REGULATION
- Policy Adherence: Ensuring office operations and documentation comply with relevant laws and regulations.
- Audit Support: Assisting with preparation for audits and compliance reviews.

12. RESEARCH AND INFORMATION GATHERING
- Data Collection: Conducting research and gathering information for reports or projects.
- Report Compilation: Compiling and summarizing information for decision-making.

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