

JOB POSTING

Position: Financial Analyst-Business Manager

Location: Savage, Maryland

Relocation: None

Type of Position: Full Time

FLSA Status: Exempt

Date of Posting: June 25, 2010

Internal Application

Expiration Date: July 2, 2010

ESSENTIAL FUNCTIONS OF THE POSITION:

- Manage the Cachendo accounts payable process working with assigned NY personnel ensuring timeliness, proper coding, proper authorizations, month-end close procedures, etc.
- Oversee accurate Travel & Expense Reporting: write-up policy and procedures (including section for technical personnel as it relates to future reimbursements); fine-tune current form if needed; train personnel as needed in accurate completion of related forms; receipt/review/approval of such forms; prepare client reimbursement schedules; transmit completed/approved forms to appropriate personnel for approval (and completion of client reimbursement form) and NY for payment
- Oversee accurate and timely payroll information, time reporting and consultant invoices: write-up policies and procedures; train personnel as needed in accurate and timely completion of internal and client systems (for example, NG, CSC-USAID, SRA); review of data (including bi-weekly data) and timely resolution of issues
- Oversee and prepare or assist in the preparation of accurate "Notifications to Invoice" related to costs (for example; based on travel forms or time reporting, GNSC FBI job)
- Allocation of space segment costs, if necessary.
- Prepare month end accruals by 4th working day of succeeding month and send such to NY for posting

KNOWLEDGE, SKILLS, AND ABILITIES:

- Five plus years of experience including
 - Three or more years as Staff Accountant or similar position
 - Three or more years in supervisory role of financial personnel
 - Degree in Accounting or related field from an accredited institution.
- BA-Accounting
 - Preferred-MBA in Finance and/or CPA

OPTIONAL/PREFERRED SKILLS: Experience supporting Government contracts