



Labor Category: **Financial Analyst**

Primary Location: Patuxent River, MD

Essential Job Functions

- Analyzes business or operating procedures to devise the most efficient method of accomplishing the work
- Tracks administrative management of contracts, personnel and costs
- Plans the study of work problems and procedures, gathers and analyzes data, organizes and documents findings of studies, and prepares recommendations for implementing new systems, procedures or organizational changes

Skills

- Expertise in all areas of Microsoft Office (required)
- Strong knowledge of databases (a plus)
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision or work in a team oriented environment
- Overtime availability (required)
- Ability to deal with all levels of staff

Qualifications

- Active Security Clearance (preferred)
- BA or BS Degree
- Two years of accounting/financial experience (required)
- Government experience (a plus)