



Labor Category: **Junior Accounting Analyst**

Part-Time Position 25 hours per week

Primary Location: Patuxent River, MD

Essential Job Functions

- Conducts the background research by analyzing the current operating environment
- Develops an outline for the business management, financial management, program scheduling, critical thought functions and general support requirements of the entity
- Assists in the preparation of the team building instruction plan and the conduct of training sessions
- May also participate in intra-agency teaming sessions

Skills

- Expertise in all areas of Microsoft Office (required)
- Strong knowledge of databases (a plus)
- Excellent communication and interpersonal skills
- Organizational proficiency
- Problem solver
- Ability to work independently with minimal supervision or work in a team oriented environment
- Over-time 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)