

## Job Description: Financial Analyst

MACPAC is seeking a financial analyst to provide a wide range of support in the areas of accounting, federal financial management, budget execution, internal controls, procurement, and contract administration. The analyst must be able to create, maintain, reconcile, and generate various financial reports as required, and is expected to work with MACPAC's external accounting service provider.

### Major duties

- Serves as MACPAC's certifying officer for all invoice payments and travel reimbursements.
- Receives and reviews all obligating and payment related documents for completeness and accuracy for processing and recording in the financial system.
- Prepares and transmits all obligation and payment documentation to MACPAC's accounting shared service provider.
- Maintains and reconciles various internal and external financial reports to ensure accuracy and completeness.
- Reviews open obligations on a monthly basis to assess the validity of the obligations.
- Performs contract administration to ensure contractor compliance and performance (i.e., deliverables schedule, invoicing) in support of MACPAC's program and activities.
- Works closely with project officers to identify issues with contract deliverables and invoices.
- Identifies and corrects errors and discrepancies and advises the Chief Financial Officer of matters that require his/her attention.
- Assists in developing policies and procedures related to financial management and internal controls.
- Prepares and maintains finance and contract files.
- Performs other duties as assigned.

### Knowledge and skills

- Good understanding of accounting principles and terminology.
- Ability to gain a working knowledge of budget, internal controls, and procurement.
- Ability to successfully work with MACPAC senior management, staff, federal trading partners, contractors, and other stakeholders.
- Self-starter and motivated.
- Strong research, problem solving, and analytic skills.
- Excellent organizational skills and attention to detail and accuracy.
- Ability to effectively communicate orally and in writing.
- Ability to manage multiple responsibilities and tasks.
- Proficiency using Excel
- Ability to maintain hard copy and electronic files in an organized manner.



## Experience and education

Bachelor's degree in accounting, finance, business administration, or other related field. Some experience in the federal government or other organizations is preferred, but will consider a highly motivated candidate who possesses the aptitude and willingness to learn. Salaries are commensurate with experience.

## To apply

Please send your resume, one-page cover letter, and a copy of an unofficial academic transcript to [resumes@macpac.gov](mailto:resumes@macpac.gov). All applicants will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis. MACPAC will contact you if we wish to schedule an interview.

