



## Job Description

### About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

### Reference ID:

OP002

### Company:

IMSolutions, LLC

### Location:

Baltimore/  
Washington DC  
Metro Area

### Status:

Employee, Exempt

## Cost Analyst Level III

### Position Description:

IMSolutions, LLC is seeking a Cost Analyst Level III to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. The Candidate will prepare and conduct comprehensive cost analyses and modeling in support of requirements for acquisitions/systems managed by the Government, providing independent analysis of requirements in order to estimate life cycle costs. Perform and document a variety of cost and economic analyses (i.e., parametric cost estimates, cost and schedule estimates, life cycle cost analyses, cost estimating relationship development, model development, cost risk analyses, project forecasting, risk assessment, cost-benefit analyses, and software cost estimating) in order to determine costs and risks involved, as well as approaches to minimize both. Support implementation of Will Cost/Should Cost policy and estimates.

### Company:

IMSolutions, LLC

### Address:

3600 Pointe Center  
Court, Suite 200  
Dumfries, Virginia 22026

### Email:

[careers@imsolutionsllc.com](mailto:careers@imsolutionsllc.com)

### Phone:

703.221.2685

### Fax:

703.221.2755

## **Experience / Educational Background:**

Qualified candidates must possess a Master's degree in Statistics, Mathematics, Business, or a related discipline, as well as eight (8) years of general experience and five (5) years of relevant experience. SCEA and/or equivalent certifications preferred. Qualified candidates should be knowledgeable in cost estimating methodologies, in accordance with the US Army Cost Analysis Handbook, Defense Acquisition Guidebook (DAG), DODI 5000.73 (dated 9 June 2015), DODI 5000.02, and Military Handbook 881 WBS for Defense Material Items. The candidate should also demonstrate demonstrated expertise with the Automated Cost Estimating Integrated Tools (ACEIT) suite.

## **Skills Required:**

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates history of developing briefings and presenting them to senior staff
- Demonstrates exceptional technical writing and presentation skills;

**SECRET**-level security clearance required and verifiable

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### Reference ID:

OP003

### Company:

IMSolutions, LLC

### Location:

Baltimore/  
Washington DC  
Metro Area

### Status:

Employee, Exempt

## Cost Analyst Level IV

### Position Description:

IMSolutions, LLC is seeking a Cost Analyst Level IV to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. The Candidate will prepare and conduct comprehensive cost analyses and modeling in support of requirements for acquisitions/systems managed by the Government, providing independent analysis of requirements in order to estimate life cycle costs. Perform and document a variety of cost and economic analyses (i.e., parametric cost estimates, cost and schedule estimates, life cycle cost analyses, cost estimating relationship development, model development, cost risk analyses, project forecasting, risk assessment, cost-benefit analyses, and software cost estimating) in order to determine costs and risks involved, as well as approaches to minimize both. Support implementation of Will Cost/Should Cost policy and estimates.

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### Phone:

703.221.2685

### Fax:

703.221.2755

## **Experience / Educational Background:**

Qualified candidates must possess a Master's degree in Statistics, Mathematics, Business, or a related discipline, as well as ten (10) years of general experience and six (6) years of relevant experience. SCEA and/or equivalent certifications preferred. Qualified candidates should be knowledgeable in cost estimating methodologies, in accordance with the US Army Cost Analysis Handbook, Defense Acquisition Guidebook (DAG), DODI 5000.73 (dated 9 June 2015), DODI 5000.02, and Military Handbook 881 WBS for Defense Material Items. The candidate should also demonstrate demonstrated expertise with the Automated Cost Estimating Integrated Tools (ACEIT) suite.

## **Skills Required:**

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates history of developing briefings and presenting them to senior staff
- Demonstrates exceptional technical writing and presentation skills;

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### Reference ID:

OP004

### Company:

IMSolutions, LLC

### Location:

Baltimore/  
Washington DC  
Metro Area

### Status:

Employee, Exempt

## Senior Cost Analyst

### Position Description:

IMSolutions, LLC is seeking a Senior Cost Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. The Candidate will develop cost models for Government cost positions, and build and maintain cost estimate portfolios. Conduct pre-validation (sufficiency reviews) of all cost estimates (IGCE, LCCE, CBA, Will/Should Cost Analyses) prior to being sent to Department Headquarters for formal/external validation. Provide financial management expertise to identify and resolve issues, and make sound and timely recommendations to facilitate decision-making in each area where there is an issue. Develop annual RDT&E and Procurement forms for submission to Congress. Prepare AoAs, Cost as an Independent Variable (CAIV), cost estimates, data research, economic analyses, independent sufficiency reviews, most-probable life cycle cost estimates, and source selection evaluations.

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## **Experience / Educational Background:**

Qualified candidates must possess a Master's degree in Business, Statistics, or Mathematics, as well as ten (10) years of general experience and six (6) years of relevant experience. SCEA and/or PMP certifications required. Qualified candidates must possess five (5) years of experience with cost model development using the ACEIT suite, to include the Automated Cost Estimator (ACE), Joint Analysis of Cost and Schedule (JACS), RiSk modules, and the Program Office Support Tool (POST) and five (5) years of experience developing and using Microsoft Excel cost models, to include use of risk analysis tool add-ins (e.g., Crystal Ball, @Risk, etc.).

## **Skills Required:**

- Demonstrates experience developing cost and schedule risk-adjusted LCCEs, IGCEs, BCAs, Analyses of Alternative (AoAs), program office estimates, and other cost analyses
- Demonstrates experience with Joint/integrated cost and schedule risk analysis and modeling
- Demonstrates experience developing budget submissions (P-Forms, R-Forms, etc.)
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates history of developing briefings and presenting them to senior staff
- Demonstrates exceptional technical writing and presentation skills

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### Reference ID:

N001

### Company:

IMSolutions, LLC

### Location:

Silver Spring, MD

### Status:

Employee, Exempt

## Administrative Assistant Contact Information

### Position Description:

IMSolutions, LLC is seeking an Administrative Assistant to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide administrative-type support to technical and management-level personnel or field or technical work under supervision. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, mail services, records, data input and other office administration functions. Utilizes experience in using commercial automated word processing and spreadsheet software (e.g., PowerPoint, Word, or Excel).

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## **Experience / Educational Background:**

Qualified candidates must possess at two (2) or more years' experience; associates degree preferred. Qualified candidates should have experience assisting Program Manager and Task Leader with producing financial, administrative, and management reports for resource planning, meetings, and briefings.

## **Skills Required:**

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Good written and oral communication skills;

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### Reference ID:

N002

### Company:

IMSolutions, LLC

### Location:

Silver Spring, MD

### Status:

Employee, Exempt

## Business Specialist

### Position Description:

IMSolutions, LLC is seeking a Business Specialist to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide financial management support for the acquisition and grants office. The candidate will provide technical interpretation of financial management policy and accounting and reporting regulations. The candidate will assist in development of system requirements and modifications. He/She will perform technical analyses and recommends resolution to problems. The candidate will evaluate financial management processes and develops recommendations for improving Systems/procedure.

## Contact Information

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703.221.2755

## **Experience / Educational Background:**

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required; PMP and/or equivalent certifications and advance degree preferred. Qualified candidates should be knowledgeable in Federal accounting, budgeting, reporting, and financial management principles, practices, and requirements. The candidate should also demonstrate expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, project management, performance measurement, business process improvement/redesign, business systems requirements analysis, management analysis and design, learning program development and delivery, and facilitation services design and delivery.

## **Skills Required:**

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
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### Reference ID:

N003

### Company:

IMSolutions, LLC

### Location:

Silver Spring, MD

### Status:

Employee, Exempt

## Contract Specialist/Administrator Contact Information

### Position Description:

IMSolutions, LLC is seeking a Contract Specialist/Administrator to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will perform various contract responsibilities, which may include most all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial, and GSA Federal Supply Schedule contracting. Individuals will possess working knowledge

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of the FAR and agency supplements.

**Experience / Educational Background:**

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required; DAWIA and/or equivalent certifications and advance degree preferred. Qualified candidates should have experience with Federal standard acquisition procedures and methodologies that demonstrate that they have training or experience in planning, organizing and leading acquisition tasks and projects, and ensuring the quality of client deliverables. Experience with CAward, CBuy, CPARS, and Federal Procurement Data System (FPDS-NG) a plus.

**Skills Required:**

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Good written and oral communication skills;

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**Reference ID:**  
N004

**Company:**  
IMSolutions, LLC

**Location:**  
Silver Spring, MD

**Status:**  
Employee, Exempt

## Cost Analyst Contact Information

**Position Description:**

IMSolutions, LLC is seeking a Cost Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will perform Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. Support the Cost Estimating and Analysis Team in the development and analysis of improvements cost estimates. Prepare Independent Cost Estimates (ICEs) and defend estimates if required using applicable cost data and cost tools. Support completion of Cost Benefit Analysis (CBA) if required using applicable cost data and cost tools; preparation of briefings and other related cost analysis activities; supports with the completion of related administrative matters. The candidate will ensure that cross-functional, security, and

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other integration issues are addressed.

**Experience / Educational Background:**

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required; SCEA and/or equivalent certifications and advance degree preferred. Qualified candidates should be knowledgeable in Federal cost principals to include Cost model development, including Cost Estimating Relationship (CER) and Cost Factor development and application, and Work Breakdown Structures (WBS) development The candidate should also demonstrate expertise in developing Functional Economic Analysis (FEA). Demonstrated familiarity with the ACE-IT, SEER-SEM, and Cost Xpert cost estimating models preferred.

**Skills Required:**

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
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### Reference ID:

N005

### Company:

IMSolutions, LLC

### Location:

Silver Spring, MD

### Status:

Employee, Exempt

## Database Analyst

### Position Description:

IMSolutions, LLC is seeking a Database Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will: provide highly technical expertise in the use of database management systems (DBMS). Evaluate and recommend available DBMS products to support validated user requirements. Define file organization, indexing methods, and security procedures for specific user applications. Review logical and/or physical designs of existing data base(s), and makes recommendations for tuning to assure maximum operating efficiency. Work with users and information systems development staff to determine data storage and access requirements. Provide guidance and expertise in the use of database languages. Perform data analysis, database

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IMSolutions, LLC

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design, development activities, and implementation, as required for databases and database conversions. Perform database restructuring activities.

**Experience / Educational Background:**

Qualified candidates must possess at least (2) years or more experience, of which at least four years must be specialized. Bachelor of Science in a recognized engineering, scientific, technical or business management discipline field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required.

**Skills Required:**

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;

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### Reference ID:

N006

### Company:

IMSolutions, LLC

### Location:

Silver Spring, MD

### Status:

Employee, Exempt

## Financial Specialist

## Contact Information

### Position Description:

IMSolutions, LLC is seeking a Financial Specialist to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide financial management support for the acquisition and grants office. The candidate will provide technical interpretation of financial management policy and accounting and reporting regulations. The candidate will assist in development of system requirements and modifications. He/She will perform technical analyses and recommends resolution to problems. The candidate will evaluate financial management processes and develops recommendations for improving Systems/procedure.

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## **Experience / Educational Background:**

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required. Qualified candidates should be knowledgeable in Federal accounting, budgeting, reporting, and financial management principles, practices, and requirements. The candidate should also demonstrate expertise in one or more of the following disciplines: Agency specific unique tools, policies, procedures, and documentation (e.g., PPBS, CPR, CSSR, CFSR, C/SCSC, PMD, POMP, SAR, DAES, DoDD 5000.1/5000.2, DoDM 5000). Qualified candidates should also be familiar with OMB standards and mandated processes and policies.

## **Skills Required:**

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
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### Reference ID:

N010

### Company:

IMSolutions, LLC

### Location:

Silver Spring, MD

### Status:

Employee, Exempt

## Program Analyst Contact Information

### Position Description:

IMSolutions, LLC is seeking a Program Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will evaluate and provide management with advice and recommendations on the effectiveness and efficiency of government programs. This involves applying advanced or specialized knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution.

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703.221.2755

## **Experience / Educational Background:**

Qualified candidates must possess at least a Bachelor's Degree in management, business administration, economics, or related field; an advanced degree or related certification is preferred. Qualified candidates should also be familiar with Federal and OMB standards and mandated processes and policies.

## **Skills Required:**

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Demonstrates exceptional technical writing and presentation skills;

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N012

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IMSolutions, LLC

### Location:

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### Status:

Employee, Exempt

## Systems Analyst Contact Information

### Position Description:

IMSolutions, LLC is seeking a Systems Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will: Perform at progressively higher levels of complexity and responsibility to develop plans for automated information systems from project inception to conclusion; Develop and modify complex systems and develops subsystems to enhance the overall operational system; Assist in analytically and systematically problems of workflow, organization, and planning; Exercise analytical techniques when gathering information field from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems; Define the problem, and develops system requirements and program

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specifications, field from which programmers prepare detailed flow charts, programs, and tests; Develop development, best practice modeling, and organizational development through information systems. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs based on user functional requirements, resolves processing problems, coordinates work with systems analysts and programmers, and orients users to new systems; Develop, in conjunction with functional users, system alternative solutions.

**Experience / Educational Background:**

Qualified candidates must possess at least (2) years or more experience, of which at least four years must be specialized. Bachelor of Science in a recognized engineering, scientific, technical or business management discipline field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required.

**Skills Required:**

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred
- Internet research, strong writing and oral communication skills; self-motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates strong collaborative and interactive group skills;
- Demonstrates exceptional technical writing and presentation skills;

**SECRET**-level security clearance required and verifiable

We offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to [info@imsolutionsllc.com](mailto:info@imsolutionsllc.com) or fax to (703) 221-2755.



## Job Description

**About Us:**

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

**Reference ID:**  
N017

**Company:**  
IMSolutions, LLC

**Location:**  
Silver Spring, MD

**Status:**  
Employee, Exempt

## Technical Writer Contact Information

**Position Description:**

IMSolutions, LLC is seeking a Technical Writer to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will work closely with Subject Matter Experts, Data Analysts, Research Analysts, to compose and finalize technical dissertations and scientific support documents developed in concert with the requirements of client directed business reengineering task or scientific survey.

**Experience / Educational Background:**

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a

**Company:**  
IMSolutions, LLC

**Address:**  
3600 Pointe Center  
Court, Suite 200  
Dumfries, Virginia 22026

**Email:**  
[careers@imsolutionsllc.com](mailto:careers@imsolutionsllc.com)

**Phone:**  
703.221.2685

**Fax:**  
703.221.2755

recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required. Qualified candidates should be experienced in writing a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Experience with coordinating the display of graphics and the production of the document is preferred. Familiar with a variety of the field's concepts, practices, and procedures. Qualified candidates should be experienced relying on extensive experience and judgment to plan and accomplish goals, perform a variety of tasks, and lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

**Skills Required:**

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Demonstrates exceptional technical writing and presentation skills;

**SECRET**-level security clearance required and verifiable

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### Reference ID:

**Company:**  
IMSolutions, LLC

**Location:** West  
Bethesda, Md

**Status:**  
Employee, Exempt

## Accounting Clerk III Contact Information

### Position Description:

Overview: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

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**Phone:**  
703.221.2685

**Fax:**  
703.221.2755

**Experience / Educational Background:**

HS Diploma or equivalent; Minimum of six (6) years work experience

**Skills Desired:**

Experience in managing Excel spreadsheets, creating charts, and presentations ,preparing briefing papers, and analyzing program, pipelines and policy directives that inform the budget process

**SECRET Clearance preferred**

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**Reference ID:**

**Company:**  
IMSolutions, LLC

**Location:** West  
Bethesda, Md

**Status:**  
Employee, Exempt

## Management Analyst I Contact Information

**Position Description:**

Overview: Collects, reviews, and analyzes information in order to make recommendations to the Government. Defines the nature and extent of problems. Analyzes relevant data. Interviews stakeholders while observing their operations. Develops solutions to problems. In the course of preparing recommendations, understands the nature of the organization, the relationship it has with others in the Government, and its internal organization and culture. Prepares and solves mathematical models.

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**Phone:**  
703.221.2685

**Fax:**  
703.221.2755

**Experience / Educational Background:**

Bachelor's Degree in a business or technical field preferred; three (3) years of work experience.

**Skills Desired:**

Experience in managing complex Excel spreadsheets, creating charts, and presentations , preparing briefing papers, and analyzing program, pipelines and policy directives that inform the budget process. Ability to track project progress in Microsoft Project

**SECRET Clearance Required**

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