



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:

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.

Company:
IMSolutions, LLC

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

Email:
careers@imsolutionsllc.com

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

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 or fax to (703) 221-2755.



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Management Analyst I

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.

Contact Information

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Phone:
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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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