

Job Title:	Budget Analyst	Job Category:	Finance
Job Code:	2010-010-10-001	Location:	World Wide
Level:	Entry-Level	Salary Range:	Negotiable
Travel Required:	Occasional	Position Type:	Full Time
HR Contact:	Shirley Braswell	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	Open & On-Going
Applications Accepted By:			
Email or Fax braswelsrl@bellsouth.net Subject Line: Attention: HR Department RE: Job Code # and Title		Mail: Top Performance Enterprise Post Office Box 10366 Warner Robins, GA 31095	
Job Description			
<p>Requirements: Five years experience in government accounting. Must be a US Citizen Possession of a valid driver's license issued by a state. Ability to pass a drug screen Ability to pass a background check</p> <p>Duties: Execution and monitoring of funds through all stages of accounting, following government contract, travel and financial regulations; researching contract finances and expenditures to perform contract reconciliation and/or closeout, researching and providing inputs to budget formulation. Working knowledge with the following software (latest version) also preferred: Microsoft Word, Excel, Access and Power Point. MUST have knowledge of government contract regulations, travel regulations and financial regulations. Experience with the following financial data systems is a plus: accounting systems, such as General Accounting and Finance System (GAFS); financial document routing systems, such as Automated Business Services System (ABSS) and Automated Project Order Form AFMC 181 Tracking System (J025); payment systems, such as Mechanization of Contract Administration Services (MOCAS); document repositories/databases, such as Electronic Document Access(EDA), Integrated Budget Documentation and Execution System (IDECS) and Comprehensive Cost and Requirements System (CCARS); reconciliation systems, such as Standard Contract Reconciliation (SCRT) and Commanders Resource Integration System (CRIS).</p> <p>Clearance: A secret clearance is required for this position</p>			
Reviewed By:	Levi Braswell, Chief Operating Officer	Date:	18 August 2010
Approved By:	Shirley Braswell, Chief Executive Officer	Date:	20 August 2010
Last Updated By:		Date/Time:	