

Financial Analyst Roanoke, V.A.

Job Description

Sabre88 is looking for a Financial Analyst to join our team in Roanoke, Virginia.

Employment Summary

Sabre88 intends to hire an individual full time who has hands- on experience in financial responsibilities. In this capacity minimum travel will be required.

Brief Description of Project:

Sabre88 has an opening for a Financial Analyst who will perform the below duties:

Major Duties

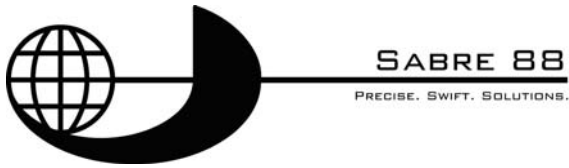
Billing: The candidate shall verify invoices; reconcile assigned accounts; and process vendor payments using Telecommunications Ordering and Pricing System (TOPS). The candidate shall inform client of any and all issues and projects that are being processed. Personnel shall provide information to government agencies as requested for billing inquiries.

The candidate shall produce reports and charts as required. The Candidate shall maintain and revise lists, control records and source data used in the preparation of recurring reports and records. The candidate shall develop procedures to determine validity of reports produced during production or billing execution.

Entering financial transactions and reviewing accounts to ensure that the entries are correct and balanced. Accounts payable experience necessary

Data Correction: The candidate shall provide a varied degree of analysis in evaluating system output and databases. Investigation and assistance is required in the correction of the problems causing incorrect input or output. The candidate shall provide data analysis to client's technical personnel in identifying data errors or in identification of service technical issues that require resolution based on correct or incorrect data.

Interaction with Customers and Product/Service Providers: The Candidate shall be able to interact proficiently with Vendors/ Customer Agencies on financial issues as well as be able to multitask, use problem-solving skills, and be able to work within allotted time frames. The candidate shall discuss and plan workload and job scheduling priorities with the client who will be



responsible for providing technical guidance. The client will interact with the FSC Atlanta headquarters for guidance on billing and data correction processes and procedures.

QUALIFICATIONS REQUIRED:

- Be able to pass a federal government background investigation, which must be maintained during the performance of this effort.
- Have a familiarity and experience with computerized and online data entry systems. This would include assisting system users and clients.
- Have familiarity and experience in protecting privacy records and data.
- Experience in maintaining and filing electronic data records.
- Three to five years of professional experience required.
- High School Degree or equivalent.

Please submit Sabre88 Application, resume and cover letter to info@sabre88.com