

**EPS Mission Support Services Division
Panama City Beach, FL**

Employer seeks candidates to support financial management solution for Government contracts. Functionality spans program planning, budget execution, accounting/finance operations, and documentation requirements.

Employer is willing to hire and train a recent GCSC grad from the Accounting or Financial field. Recent grad must have strong accounting/excel skills. The employer wants to hire someone with initiative and desire to learn and grow with the company. This is a great opportunity to get in with a strong local employer!

Duties and Responsibilities: Training Provided!

- Provide ongoing program, business, and financial management support to Program Managers and Engineers utilizing various systems including Excel and Deltek Costpoint.
- Assist Program Managers in developing products to support business accounting and financial tasking including developing and maintaining daily and monthly reports.
- Analyze, document, and process various procedures utilizing Excel and Deltek Costpoint.
- Work with Program Managers and Engineers to ensure reporting requirements are accurately defined and documented in compliance with customer policies and procedures.
- Assist program managers with developing and maintaining project work breakdown structures, planning resources, and costs.
- Analyze and interpret financial data, and advise program managers of trends and significant problems and deviations.
- Monitor budget execution to ensure funds are allocated, obligated, and expended properly and timely to support authorized management objectives.
- Develop and submit recommendations to management for necessary adjustments in response to changes in technical programs, staffing levels, and funding availability.
- Develop cost estimates for future financial needs.

Education and Experience:

- Associate's Degree (Accounting, Financial, or related field) or equivalent
- Excellent verbal and written communication skills
- Strong attention to detail
- Experience with Excel
- Ability to quickly adapt and become proficient using financial management tools/computer programs

To Apply: Email resume and cover letter to: Rosemary.Clemons@EPScorp.com