

Financial Services Support Position

RDR is seeking individuals with active, current TS/SCI clearance for the following position in Chantilly, VA. The position is in support of a Travel Services Center. Work responsibilities include performing a wide range of routine to moderately complex financial transaction, preparing accountings, analyzing source documentation, performing accounts payable functions, providing broad range customer service and technical assistance to Government civilian and active military customers, drafting travel guidance and providing front desk receptionist/administrative coverage. **Please forward resumes to resume@rdr.com.**

Action Officer (1) position (AAP 11-18)

Prepare, coordinate and distribute weekly and periodic travel informational publications. Maintain and update the Electronic Performance Support System, which contains TSC SOPs, FAQs, etc. Coordinate the upload Regulations to the SharePoint site. Maintain all data located within the TSC SharePoint site. Advise, guide and support training of travelers, travel planners, managers and other government personnel on the proper procedures for input of travel requests and expense reports in the travel management system. Provide quarterly, or as needed, training sessions. Reconcile bank accounts, and/or financial statements and take corrective action as needed. This includes activities involving credit cards, TDY and training accountings, funding documents, debt collection, etc. Originate financial data and post into system. Review to ensure data integrity is maintained. Adhere to Government requirements. Provide general guidance to customers regarding entitlements, accounting requirements, and established finance policies. Perform research of travel regulations and data entry within financial systems to resolve standard financial problems and issues. Identify, report and/or correct technical errors with travel requests and expense reports submitted. Analyze and report data on travel trends, accounting errors, expenditures, and process efficiency and effectiveness.

EOE M/F/D/V