

Financial Services Support Positions

RDR is seeking individuals with active, current TS/SCI clearance for the following positions in Chantilly, VA. The positions are 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

Prepare, coordinate and distribute weekly and periodic travel informational publications to the NRO population. Maintain and update the Electronic Performance Support System, which contains TSC SOPs, FAQs, etc. Coordinate the upload of the NRO 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 NRO travel management system (eTRIP). Provide quarterly, or as needed, training sessions for the NRO Fund Certifying Officers (FCOs) and NRO ETRIP Preparers. 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 NRO Financial Integrated System (NFIS). Review to ensure data integrity is maintained. Adhere to Government requirements (National Associations of Records Administration – NARA) of financial recordkeeping. 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 in eTRIP. Analyze and report data on travel trends, accounting errors, expenditures, and process efficiency and effectiveness.

Financial Analyst (3) positions

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 report in the NRO travel management system (eTRIP). 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 NRO Financial Integrated System (NFIS). Review to ensure data integrity is maintained. Adhere to Government requirements (National Associations of Records Administration – NARA) of financial record keeping. 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 in eTRIP. Analyze and report data on travel trends, accounting errors, expenditures, and process efficiency and effectiveness.

Administrative Support (1) position

Provide Travel Services Center front receptionist coverage, greeting and directing customers, record incoming eTRIP travel documents, arrange conference rooms, and assist with the day-to-day administrative duties with TSC. Adhere to Government requirements (National Associations of Records Administration – NARA) of financial record keeping. 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. 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 report in the NRO travel management system (ETRIP). Given experience and as time permits, originate financial data and post into NRO Financial Integrated System (NFIS). Review to ensure data integrity is maintained. Enter AutoPay Travel Vouchers (TV) for Stat Sampling/AutoPay expense reports eligible for AutoPay. Identify, report and/or correct technical errors with travel requests and expense reports submitted in eTrIP. Given experience and as time permits, analyze and report data on travel trends, accounting errors, expenditures, and process efficiency and effectiveness. Given experience and as time permits, 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.

EOE D/M/F/V