



**Vector Planning & Services, Inc.**  
**591 Camino De La Reina, Suite 725**  
**San Diego, CA 92108**

**Subject ID: Financial Analyst**

**Location: San Diego, CA**

**Summary:** This position supports one of our customer's Comptroller Travel/Payroll division support in the areas of:

- Collection of Time and Attendance and Labor Distribution data
- Processing of Government Payroll and Travel

**Primary Responsibilities**

- Performing account reconciliations and ensuring that approved financial transactions are properly reflected in the official systems.
- Monitoring and/or preparing reports to ensure administrative actions are complete and data is processed in accordance with regulations and processing schedules.
- Documenting process procedures and developing training materials as required.
- Providing training and guidance to employees regarding applicable laws, regulations, and SPAWAR instructions.
- Compiling statistical information, assisting with internal reviews, maintaining electronic files, and ensuring all supporting documentation is maintained for all functions. Interfacing effectively with internal and external organizations to accomplish workload efforts.
- Providing professional customer service by responding timely and accurately to customer inquiries.
- Ensuring contractor support personnel are cross-trained and able to provide back-up for all Branch functions in the temporary absence of contractor personnel.
- Reporting workload status and keeping management apprised of all workload issues.
- Performing System Administration functions for the Workforce Management/Time and Attendance applications in Navy ERP.
- Providing Help Desk support to Navy ERP users.

**Minimum Qualifications, Skills & Education:**

- Strong MS Office application skills
- Knowledge of task related DoD and DON procedures, processes, systems and organizations desired.
- Navy ERP/SAP experience a definite plus.
- Experience in process re-engineering using e-business solutions, and experience in preparing training materials and providing formal training.
- Ability to obtain Secret level DoD Security clearance required which requires U.S. Citizenship.
- Education/Training:
  - Bachelor's degree in Accounting, Financial Management, or an equivalent combination of experience and education will be considered.

**Submission Requirements:** Please email your Word or PDF file formatted resume to [Recruiter@myvpsi.com](mailto:Recruiter@myvpsi.com). Your resume must include your current salary and desired salary range.

**Vector Planning and Services, Inc. is an EEO/AA Employer.**