



Vacancy Announcement

Position Title	Business Operations Specialist
Position Type	Full Time
Closing Date	March 22, 2019

The Business Operations Specialist provides contract administration and financial support to the executive team of J&M Global Solutions, LLC in all areas of business operations.

JOB DUTIES

- Project Management
 - ✓ Track expended funding against amounts allocated
 - ✓ Assist in weekly and monthly reporting to clients
- Financial/Invoicing
 - ✓ Maintain monthly invoice models
 - ✓ Review subcontractor and 1099 invoices
 - ✓ Review other-direct-costs (ODC) expenses
 - ✓ Produce invoice summary and supporting documentation
- Contract Administration
 - ✓ Managing and tracking subcontracts and subcontractor payments
 - ✓ Draft subcontracts and independent consultant agreements
- Payroll: Support payroll processing through our payroll provider system
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in business, accounting, finance, or similar
- 3-5 years of related experience (contract administration, finance, etc.)
- Required Skills
 - ✓ Outstanding attention to detail
 - ✓ Proficiency in Microsoft Office suite with advanced Excel skills
 - ✓ Ability to prioritize and multi-task
 - ✓ Ability to work in a fast-paced environment, independently and as part of a group
 - ✓ Analytical thinker with a high aptitude
 - ✓ Outstanding communication, writing, and presentation skills
 - ✓ Excellent organizational skills
- Desired Skills
 - ✓ Accounting experience
 - ✓ Payroll experience

WHAT J&M BRINGS

J&M is a small, dynamic and growing firm that values its clients and its employees. J&M provides its employees with exciting opportunities to work with a variety of clients on projects of which they can be proud. Along with competitive salary and benefits, J&M offers a mentoring program and career growth opportunities.

To APPLY

Please send your resume, a cover letter summarizing your experience and expertise, and the names and contact information for two professional references (one of whom was a past supervisor, if available) to hr@j-mglobal.com.

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