

The Job Spotlight

Week of December 27 to December 30, 2022

Aleut Federal

Ascend Staffing

Fountain Fort Carson School District 8

Oracle

Sagility

University of Colorado Colorado Springs

USA Jobs Local Vacancies

USA Jobs Remote Vacancies

Young Life

Zeiders



Open Positions in Colorado

- [Cyber Research Engineer \(USAFA\)](#)
- [Cybersecurity Research Engineer – Post Doctorate \(USAFA\)](#)
- [Executive Communication VIP Support Tech](#)
- [Configuration and Change Manager](#)
- [System Administrator](#)
- [Sr. Network Administrator](#)
- [JOC IT Technician](#)
- [Cable and Infrastructure Technician](#)
- [Cloud Engineer](#)
- [Business Analyst](#)
- [Service Desk Technician](#)
- [Logistician](#)
- [Cyberworx UX Designer](#)
- [Space Flag Prep course instructor](#)
- [Platform Analyst Developer](#)
- [Project Manager – Ft. Carson](#)
- [Satellite System Operator/Maintainer III](#)
- [Satellite System Operator/Maintainer IV](#)
- [System Administrator II](#)
- [System Administrator Level III](#)
- [Satellite Communications Planner III](#)
- [Satellite Communications Planner Level IV](#)
- [Satellite Ground System Operator/ Maintainer III](#)
- [Satellite System Operator/ Maintainer](#)
- [Satellite Ground System Operator/ Maintainer II](#)



Aleut Federal
Colorado Springs, CO

Recruiters:

Natalia Rall

- Natalia.Rall@aleutfederal.com

Stan Duncan

- Stanley.Duncan@aleutfederal.com

Remote Positions

- [DevOps Engineer](#)
- [Program Manager](#)



Aleut Federal is an EEO employer - M/F/Vets/Disabled



**Connecting great people with
real opportunities since 1969.**

**3134 West Colorado Avenue
Colorado Springs**

**Call: (719) 473-5800
M - F 8 am - 5 pm**

Apply Today, Work Tomorrow!

**Let's face it. No one thinks job searches are fun. That's
why Ascend Staffing aims to make your search as
easy as possible.**

**Contact us today and find
your next great job!
Scan the QR code to text us!**



ascendstaffing.com/colorado-springs





Fountain-Fort Carson School District 8

Employment Application

Openings as of 12/23/2022

Administrative Receptionist / Secretary

JobID: 4460

Position Type:

Secretarial/Clerical/Secretary/Admin

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

12/21/2022

Location:

Central Office

Date Available:

01/03/2023

Closing Date:

12/30/2022

Preferred Minimum Qualifications:

1. High school graduate or equivalent. (Required)
2. Typing accurate at 40 wpm. (Required)
3. Demonstrate computer skills.
4. Ability to meet the public.
5. Two years previous experience in secretarial or clerical field.
6. Demonstrate the ability to interact with staff, parents, and the public.
7. Pass Excel and Word testing. (Required)

***Testing must be completed (and passed) before applicants are eligible for an interview.**

***Applicants MUST also apply to the position before scheduling testing.**

***Please contact FFC8 Administration at (719) 382-1300 to schedule testing. Testing spots are limited and fill up quickly.**

***Applicants who have already completed and passed testing are NOT required to test again.**

Job Goals:

Responsible for supporting the efficient and professional operation of a department administrative office. Provide general administrative assistance to department staff by performing assigned department processes/projects, answering and screening phone calls, greeting the public, preparing written communication, receiving and responding to inquiries and requests, performing department financial responsibilities, monitoring staff time and attendance, creating reports, and/or maintaining office appearance and operations.

Essential Job Functions:

1. Greet visitors, answer phones, assist callers with questions and give information or route call to appropriate person.
2. Provide clerical assistance for administration. This may include typing, data entry, preparing correspondence, filing, and copying.
3. Assist the administrators in completion of special projects. This may include data entry, preparing basic spreadsheets, and use of automated system or district specific software program.
4. Open and route incoming mail. Prepare outgoing mail.
5. Assist with bookkeeping, place and track supply orders, prepare basic reports, and collect fees. Assist in preparing related reports, deposits, and reconciling accounts and other activities.
6. Maintain HIPPA protected medical files and handle paperwork for drug test results, worker's compensation and pre placement physical examination.
7. Coordinate and/or perform essential processes and/or projects related to assigned department functions.
8. Answer phone and greet visitors. Direct calls and visitors to appropriate individuals.
9. Compose and type communications, including flyers, newsletters, bulletins, memos, etc., using office technology effectively.
10. Respond to inquiries from parents, students, public, administration, and District staff. Direct individuals to others as needed.
11. Perform financial responsibilities, including maintaining the department budget, initiating purchase orders, checking-in orders, and/or maintaining office inventory.
12. Monitor, manage, and record staff time and attendance.
13. Communicate effectively across the District to coordinating responsibilities, schedule and plan meetings, etc.
14. Gather, analyze, enter, and compile data for reports and/or communications.
15. Process internal and external mail.
16. Maintain an orderly, professional office appearance.
17. Enter work orders as needed.
18. Assist with insuring efficient working operation of all office equipment and support equipment, such as copy machines, etc.
19. Perform other duties as assigned.

Technical Skills, Knowledge & Abilities:

1. Strong oral and written communication and interpersonal skills.
2. Strong organizational skills.
3. Phone etiquette skills.
4. Public relations and customer service skills.
5. Problem solving and analytical skills.
6. Keyboarding skills.
7. Bookkeeping and accounting skills.
8. English language skills; bilingual skills desirable.
9. Ability work at a fast pace and handle multiple tasks and situations simultaneously and with interruptions
10. Ability to work independently.
11. Ability to maintain confidentiality in all aspects of the job.
12. Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
13. Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to

cultural diversity for educational enrichment.

14. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

Salary:

Administrative Receptionist / Secretaries are on the Classified Salary Schedule.

- FFC8 allows new hires to bring in up to 8 years of previous experience in similar school type settings.

- Please understand that new hires tend to start out at the lower end of the salary range.

Salary Schedule

Benefits:

Fountain-Fort Carson School District # 8 provides medical, dental, vision, chiropractic, life, long-term disability, accidental death & dismemberment insurances, and paid time off benefits. There are district and employee contributions to some or most of these benefits.

Employment Period:

261 days per year - 8 Hour Work Day

FMLA regulations require all employers to post the updated FMLA notice.

Powered by applicant tracking, a product of Frontline Education.



Fountain-Fort Carson School District 8

Employment Application

Openings as of 12/23/2022

Building Lead (custodial)

JobID: 4453

Position Type:

Maintenance/Custodial/Lead Custodian

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

12/15/2022

Location:

Carson Middle School

Date Available:

ASAP

Closing Date:

Until Filled

Preferred Minimum Qualifications:

1. High school graduate or equivalent.
2. Demonstrate ability to work cooperatively with district staff.
3. More than one year and up to and including three years of experience in custodial work.
4. Supervisory experience preferred.

Job Goals:

Supervise and instruct custodial personnel in the proper procedures and cleaning standards of the District. Coordinate cleaning plans and schedules of custodial personnel. Assist evening custodians in cleaning procedures for the building. Work with Custodial Manager to ensure cleaning standards are met.

Essential Job Functions:

1. Assist in cleaning of classrooms, hallways, cafeteria, gymnasium, media center, locker rooms, auditoriums, lobbies, lounges, corridors, elevators, stairways, storage areas and other work spaces. Inspect work areas to ensure quality performance.
2. Work with evening custodians to promote customer service and teamwork, to ensure the highest quality of performance and maximum efficiency.
3. Provide training to new hires regarding district policies and procedures.
4. Instruct staff in the District's proper cleaning methods.
5. Monitor work areas and work practices to ensure that students, employees and visitors have a clean and safe environment.
6. Work with Operations and Maintenance to ensure that items or problems beyond the scope of Custodial Services personnel are promptly taken care of.

7. Assist Custodial Manager in monitoring cleaning plans, workloads and work schedules.
8. Deliver equipment and supplies to custodial staff.
9. Perform other duties as assigned.

Technical Skills, Knowledge & Abilities:

1. Oral and written communication skills.
2. English language skills.
3. Interpersonal relations skills.
4. Personal computer and keyboarding skills.
5. Customer service and public relations skills.
6. Critical thinking and problem solving skills.
7. Bilingual oral and written communication skills preferred.
8. Ability to maintain confidentiality in all aspects of the job.
9. Ability to manage multiple tasks with frequent interruptions.
10. Ability to manage multiple priorities.
11. Ability to diffuse and manage volatile and stressful situations.
12. Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
13. Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
14. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Tools and Equipment:

Vacuum cleaner, lawn mower, buffer, snow blower and carpet cleaner. All tools and equipment may not be listed.

Salary:

Lead Custodians are on the Classified Salary Schedule.

- FFC8 allows new hires to bring in up to 8 years of previous experience in similar school type settings.
- Please understand that new hires tend to start out at the lower end of the salary range.

Salary Schedule

Benefits:

Fountain-Fort Carson School District # 8 provides medical, dental, vision, chiropractic, life, long-term disability, accidental death & dismemberment insurances, and paid time off benefits. There are district and employee contributions to some or most of these benefits.

Employment Period:

261 days per year - 8 Hour Work Days

Powered by applicant tracking, a product of Frontline Education.



Fountain-Fort Carson School District 8

Employment Application

Openings as of 12/23/2022

Security Monitor

JobID: 4461

Position Type:

Security/Security Monitor

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

12/23/2022

Location:

Fountain-Fort Carson High School

Date Available:

01/05/2023

Closing Date:

Until Filled

Preferred Minimum Qualifications:

1. High school graduate or equivalent.
2. Experience with internal and external building cameras
3. Experience with security activities such as, observing entrances/exits, monitoring interactions of multiple individuals, communicating with local law enforcement
4. Obtain First Aid/CPR training.
5. Ability to lift 50 pounds.
6. Ability and willingness to take directions.
7. Ability and willingness to meet the needs of students.
8. Excellent references including attendance and punctuality.

Job Goals:

Provide security monitoring to maintain a secure and orderly learning environment in schools. Responsible for prevention, intervention and enforcement of district rules and encourages proper behavior and cooperation of students with school administrators and law regulations.

Essential Duties & Responsibilities:

1. Monitor external and internal cameras to determine a safe perimeter, recognize unsafe behavior, and communicate with school resource officers.
2. Assist school administrator in the prevention of personal injury, property loss and disruption of educational process.
3. Patrol assigned building and grounds to prevent unwanted activities such as disturbance and vandalism.

4. Assist in giving directions or/and advise unauthorized people to leave premise of school.
5. Remain highly visible as students arrive, depart and change classes during the school day.
6. Assist staff as necessary and handle altercations, arguments and other forms of disruptive or illegal behavior.
7. Render First Aid and CPR.
8. Attend training facilitated by district.
9. Perform other duties as assigned.

Technical Skills, Knowledge & Abilities:

1. Oral and written communication skills.
2. English language skills.
3. Interpersonal relations skills.
4. Customer service and public relations skills.
5. Critical thinking and problem solving skills.
6. Ability to maintain confidentiality in all aspects of the job.
7. Ability to manage multiple tasks with frequent interruptions.
8. Ability to manage multiple priorities.
9. Ability to diffuse and manage volatile and stressful situations.
10. Ability to work with students with diverse backgrounds and abilities.
11. Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
12. Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
13. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Tools and Equipment:

Computer and software, video and camera equipment, phone and other office equipment. All tools and equipment may not be listed.

Salary:

Security Monitors are on the Classified Salary Schedule.

- FFC8 allows new hires to bring in up to 8 years of previous experience in similar school type settings.
- Please understand that new hires tend to start out at the lower end of the salary range.

Salary Schedule**Benefits:**

Fountain-Fort Carson School District # 8 provides medical, dental, vision, chiropractic, life, long-term disability, accidental death & dismemberment insurances, and paid time off benefits. There are district and employee contributions to some or most of these benefits.

Employment Period:

187 days per year - 8 Hour Work Day

FMLA regulations require all employers to post the updated FMLA notice.

Powered by applicant tracking, a product of Frontline Education.



For the 11th consecutive season, Oracle D&I is proud to sponsor an internship and integration program that exposes transitioning military veterans and active-duty military spouses to the corporate culture, provides hands-on job-skill training and experience, and offers enhanced professional and personal development. The Oracle Veteran Internship Program (OVIP) is specifically designed to aid separating veterans, reservists/guardsmen and active-duty military spouses in exploring possible careers in the private or public sector. At Oracle, we are committed to the development and professional growth of our veterans and military spouses.

US veterans and military spouses accepted into our program will work closely with corporate leadership, military veteran coaches and HR professionals to help prepare for a successful transition. Interns will engage in on-the-job training and professional development in positions listed below (as available):

Logistics Analyst Intern	US
Employee Engagement Intern	US
Global Physical Security Intern	US
Training Content Developer Intern	US
Compliance Program Manager Intern	US
Product Manager Intern	US
Technical Program Manager Intern	US
Marketing Program Manager Intern	US
Customer Success Intern	US
Program Manager Intern	US

Additional Information: Internship dates are 3/6/23 through 5/26/23. Hourly wage is \$30 per hour/40 hours per week.

To apply [click here](#) and/or submit resume via email with preferred position to susan.christ@oracle.com.



Role - Operations Project Manager

Location – Work@Home

<https://usrms.sagilityhealth.com/easyapply/?SID=1035&RID=5740>

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supports executive leadership in managing, driving and reporting on initiatives and projects within the US and Jamaica Payer Operations organization, as well as supporting functional areas.
- Owns and maintains the documentation and execution of all deliverables across the teams.
- Communicates project and deliverable status to ensure efforts and team focus continues to align with business strategy and goals across all lines of business and teams.
- Advises on priorities, options, risks, costs versus benefits, and impacts on other business processes.
- Collaborates and uses influence with the operational and functional leadership teams to support and drive deliverables.
- Serve as a point of escalation as needed to assist in managing potential risks, issues, or concerns while supporting ideas and strategies for mitigating such items

MINIMUM JOB REQUIREMENTS: (Education, Experience, Skills)

- Bachelor's Degree preferred
- Minimum 3 years of experience in project management, driving execution within a rapidly changing environment
- Knowledge and experience with contact center metrics and KPI's is preferred. Previous experience in contact center operations is a plus
- Comprehensive knowledge of project management, business analysis and continuous improvement is helpful
- Excellent written and oral communication and leadership skills, including proven success in presenting ideas and concepts effectively and persuasively at all levels of the organization
- Ability to manage multiple stakeholders with potential competing interests to ensure timelines and objectives are consistently met
- A distinctive blend of business, financial and communication skills
- Strong analytical, strategic planning and execution skills are a must
- Strong organizational agility skills with the ability to engage and influence key parties to effectively drive projects and programs throughout the organization at all levels within the organization
- Must be available to work in the US Mountain time zone



FIND YOUR CAREER AT UCCS

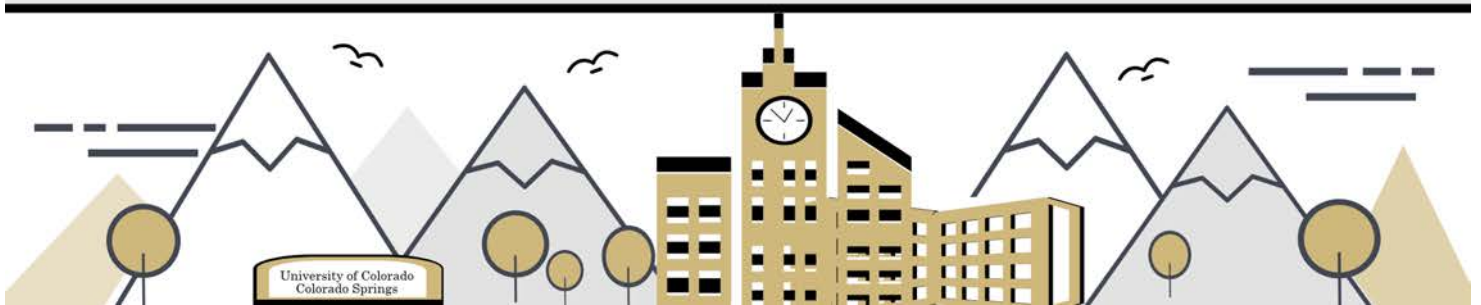
Seeking to Hire:

Administrative Assistant to the Associate Dean

Apply online for posting # 28167

www.cu.edu/cu-careers

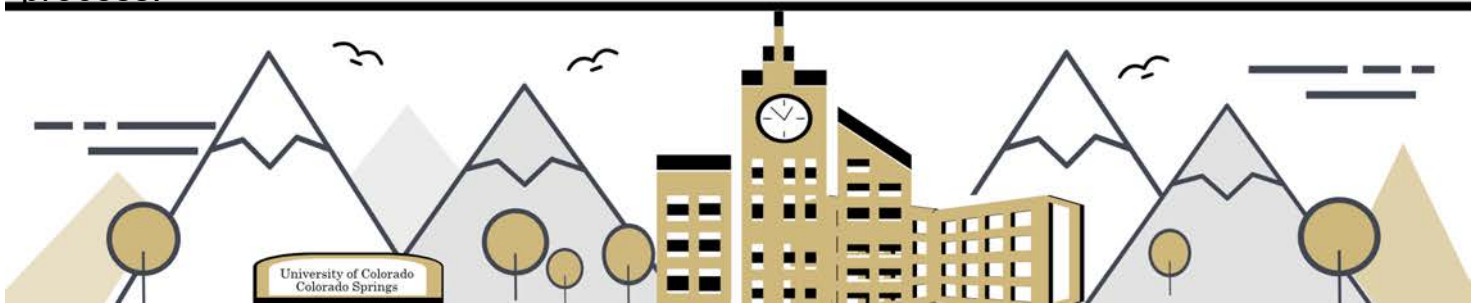
This position will serve in the College of Education and will report to the Associate Dean of the college. The Associate Dean provides support for academic and faculty affairs in the College of Education at UCCS. The role will be primarily responsible for various administrative processes, operational functions, and aiding with accreditation and assessment related tasks. This position will collaborate with and assist the Dean's office, department chairs, program coordinators, the college's standing committees, faculty, staff, and students. The incumbent must exercise sound judgment in decision-making, establish priorities in completing work assignments, exercise confidentiality, function at a high level of performance with minimal supervision, and possess a broad and deep understanding of all COE graduate and undergraduate programs. Other duties include maintaining college databases and reports related to field placements, enrollment, and program completion. Monitor and report results of CBI/CDE fingerprinting and background check information to department chairs and to the Associate Dean.





Seeking to Hire:
Admissions Examiner
Apply online for posting # **28044**
www.cu.edu/cu-careers

This work unit exists to recruit and advise prospective students, evaluate, decision, and notify applicants. The fundamental general role of this position is to support the overall undergraduate and graduate application to admission and matriculation process. The Admissions Examiner is responsible for understanding and applying all aspects of the admission process in accordance with the Office of Admissions' process manual, as well as UCCS, CU-system, and state of Colorado requirements which may apply. Examiners have the role of accurately and efficiently entering data associated with the above processes and admission decisions into the campus database (CUSIS) and/or Salesforce Application Connect platform, also adding or removing service indicators based on such data and associated policies. Additionally, the role of this position is to counsel student applicants about their admission process and provide guidance about admission requirements, needed documents, and next steps in the matriculations process.

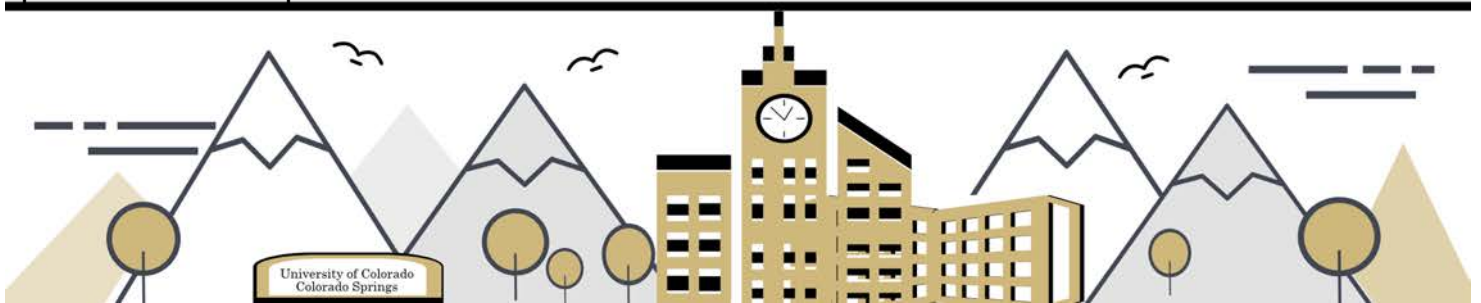




FIND YOUR CAREER AT UCCS

Seeking to Hire:
Executive Assistant to Dean
Apply online for posting # 28168
www.cu.edu/cu-careers

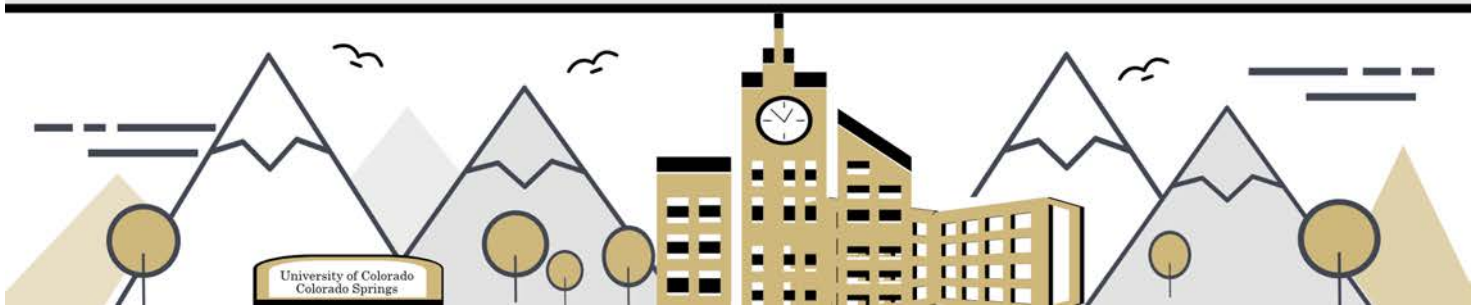
The Executive Assistant to the Dean of the College of Education (COE) is responsible for supporting the Dean and the College in meeting teaching, research, service missions and external relations of the College. Responsibilities for this position include support of the College's academic programs and initiatives, faculty, staff, and student personnel relations, and facilitating the interaction of the Dean with campus, system, and community members. The Dean's Executive Assistant is responsible for the organization and coordination of the internal function of the Dean's office at the direction of the Dean. Other duties include managing the Dean's calendar, coordinate meetings for committees, and planning retreats. The Executive Assistant will also manage the daily operations of the COE Dean's administrative office and COE facilities, review and edit COE public relations communications/media, and ensure that all documents and processes requiring dean's approval and/or signature are available for review. Envision yourself in a collaborative, inclusive, and innovative work environment that has a deep commitment to position our graduates for success in their professional and personal lives.





Seeking to Hire:
Graduate School Administrative Assistant
Apply online for posting # 27892
www.cu.edu/cu-careers

This position is supports the administrative and student services functions of the Graduate School by serving at the front desk and working with all graduate school constituents. Work involves integrating, applying, and sharing knowledge related to the Graduate School at a professional level, as well as working with community members, graduate students, faculty, the Graduate School Dean, other Graduate School staff, and campus offices that collaborate with the Graduate School to accomplish its mission. Serve as the primary point of contact and professional support for supervisor, faculty, staff, prospective students, current students, outside agencies, and others regarding inquiries about the department. Provide administrative support for the Graduate School. Provide support for prospective students, current students, and alumni.





FIND YOUR CAREER AT UCCS

Seeking to Hire:

Senior Administrative Assistant & Faculty Records Coordinator

Apply online for posting # **27514**

www.cu.edu/cu-careers

This position will serve in the newly created Faculty Affairs division and will report to the Vice Provost & Associate Vice Chancellor for Faculty Affairs (Vice Provost). The Faculty Affairs office provides support for the faculty at the University of Colorado Colorado Springs (UCCS). The role will be responsible to serve as a Senior Administrative Assistant and Faculty Records Coordinator for the UCCS campus. Faculty records coordinator responsibilities include coordination of the campus faculty reappointment, promotion and tenure process, sabbatical recommendations, managing faculty records with the Human Resources office, and serving as point of contact to the CU System offices for annual reports, faculty awards nominations, and Board of Regents approval submittals. Senior Administrative Assistant responsibilities include serving as administrative support for the Faculty Affairs office and the Vice Provost. Other duties include assisting with event planning and coordinating for the Faculty Affairs Office and preparing the Vice Provost's expense reports when expenses occur for submittal and approval.





Child and Youth Program Assistant

Closes 1/2/2023

Human Resources Assistant

Closes 1/2/2023

Information Technology Specialist Customer Support

Closes 1/2/2023

Secretary Office Automation

Closes 1/2/2023

Paramedic

Closes 1/2/2023

Physician Assistant

Closes 1/3/2023

Health Technician

Closes 1/3/2023

Heavy Mobile Equipment Repairer

Closes 1/3/2022

Medical Instrument Technician Polysomnography

Closes 1/3/2023

Recreation Assistant - Lead Lifeguard

Closes 1/3/2023

Readiness Specialist

Closes 1/3/2023

Exercise Coordinator

Closes 1/3/2023

Aviation Safety Inspector - Air Carrier Operations

Closes 1/3/2023

Electronics Technician

Closes 1/3/2023

Budget Analyst

Closes 1/3/2023

Commissary Officer

Closes 1/3/2023

Assistant Commissary Officer

Closes 1/3/2023

Meat Department Manager

Closes 1/3/2023

Tax Analyst

Closes 1/3/2023

Management and Program Analyst

Closes 1/3/2023

Social Worker - Family Advocacy

Closes 1/3/2023

RN-PACT Care Manager - Colorado Springs

Closes 1/4/2023

Staff Assistant

Closes 1/5/2023

Administrative Officer

Closes 1/5/2023

Diagnostic Radiologic Technologist (MRI/CT)

Closes 1/9/2023

Disclosure Specialist

Closes 1/9/2023

Click on the job title to access the announcement.

Additional Fort Carson/Colorado Springs area positions: [USAJOBS Ft. Carson](#)



Remote Vacancies

[Medical Records Technician](#)

Closes 1/2/2023

[Lead Contact Representative](#)

Closes 1/4/2023

[Biologist](#)

Closes 1/2/2023

[Workers' Compensation Claims Examiner](#)

Closes 1/4/2023

[*Research Agricultural Economist](#)

Closes 1/3/2023

[Medical Records Technician Coder](#)

Closes 1/4/2023

[Clinical Psychologist](#)

Closes 1/3/2023

[Executive Officer](#)

Closes 1/4/2023

[*Interdisciplinary](#)

Closes 1/3/2023

[*Supervisory Budget Analyst](#)

Closes 1/4/2023

[Human Resources Specialist \(Recent Graduate\)](#)

Closes 1/3/2023

[Voucher Examiner](#)

Closes 1/5/2023

[*Foreign Service Officer - Auditor](#)

Closes 1/3/2023

[Business Interface Representative](#)

Closes 1/5/2023

[Supervisory Operations Support Specialist](#)

Closes 1/3/2023

[Program Analyst](#)

Closes 1/9/2023

[Immigration Services Analyst](#)

Closes 1/3/2023

[Program Support Assistant \(OA\)](#)

Closes 1/10/2023

[Human Resources Specialist - Recruitment](#)

Closes 1/3/2023

[Social Worker](#)

Closes 1/4/2023

[Epidemiologist](#)

Closes 1/10/2023

[Health Technician - Telehealth Clinical Advanced](#)

Closes 1/4/2023

[*Survey Statistician \(Recent Graduate\)](#)

Closes 1/10/2023

Click on the job title to access the announcement.

*Announcement will close at a specified number of applications which can be sooner than the close date.

YL MILITARY ACCOUNTANT

Description:

Mission/Authority

This detail oriented, analytical person with strong financial operations skills and initiative supports the US and International accounting function of MCYM in a manner that is compatible with Young Life.

Since 1980, Young Life has served military teens through a partnership with Military Community Youth Ministries known as Club Beyond.

Responsibilities:

- Prepare and enter US and International journal entries, including transfers.
- Complete monthly US and International bank and donor system reconciliations.
- Prepare and process weekly AP for US and International.
- Process fundraising event donations and communicate results.
- Monthly reconciliation of staff accounts.
- Process and reconcile camp income and expense.
- Submit state charitable registration renewals.
- Assist Finance Director with preparation for annual audit and other projects as needed.

Qualifications:

Working Conditions:

- Office environment. This position is located in Colorado Springs.
- The candidate should have a strong computer aptitude, appropriate dress and demeanor, and a desire to work in a friendly environment.
- This is a part-time position. Approximately 20 hours per week with a flexible working schedule.

Education:

- Accounting degree is preferred.
- At least two years of accounting and bookkeeping experience with an emphasis in intermediate accounting or equivalent combination of education and experience.

Experience Required for the Job:

- Knowledge of the applications of established bookkeeping and accounting principles and techniques. Proficiency exam is part of the interview process.
- Understand and apply laws, regulations and policies to maintain financial records.
- Demonstrate proficiency in Excel, Word and Microsoft Office Suite. Proficiency exam is part of the interview process.
- Sales Force experience desired.
- Strong analytical and problem-solving skills.
- Strong organizational skills and integrity.

- Working knowledge of financial and audit procedures.
- Excellent verbal and written communications skills.
- Establish and maintain effective working relationships.
- Strong attention to detail and the ability to multi-task while maintaining a high level of accuracy in a fluid environment are essential.
- Sales Force experience desired.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Notes:

This is a part-time position. Approximately 20 hours per week with a flexible working schedule. The hourly range for this position is anywhere from \$18.36-22.98 per hour.

How to Apply:

Submit an online application, including resume and cover letter, [HERE](#).



PERSONAL FINANCIAL COUNSELOR

Join Our Team

For nearly 4 decades we have been fulfilling the mission of delivering quality of life services and support that make a positive difference for individuals, families and organizations in the military community. Respect, excellence, diversity, and teamwork are a way of life at Zeiders. Engage in a career where you make a difference in the world, combining your passion and expertise, serving others and finding the support to achieve your goals.

We seek financial counselors with a passion and commitment to helping our clients achieve a better quality of life.

Make a Difference, Every Day

- Live your passion and make a difference to the individuals and families we support.
- Be a part of a company focused on customer success and living our Core Values.
- Surround yourself with the culture, resources, and vision to pursue your dedication to changing people's lives.
- Enjoy an organization with strong leadership who cares about their employees and encourages the highest ethical standards.
- Help Service members achieve financial stability by providing personalized budgets and financial planning to reduce, eliminate, and avoid debt.
- Provide education and counseling to Service members and their families on money management techniques and tax planning.
- Identify immediate and long-range measures to increase income, reduce expenses and avoid financial burdens.



GLOBAL
NETWORK OF
**CERTIFIED &
CREDENTIALED
PERSONAL
FINANCIAL
COUNSELORS**

Required Qualifications

- A minimum of a Bachelor's degree with at least three years' experience in financial counseling or education.
- A national certification as an Accredited Financial Counselor (AFC), Certified Financial Planner (CFP) or Chartered Financial Consultant (ChFC).
- Demonstrated experience using MS Office products, (Excel, Word, PowerPoint).
- Must clear a background check including criminal history and credentials verification.
- A valid, unrestricted motor vehicle license.

About Zeiders

Zeiders is a privately held, veteran-owned government contractor with employees based worldwide. Our mission is enhancing the lives of individuals and strengthening organizations by delivering quality of life programs that make a difference.

Zeiders employees have a passion for the mission and the expertise for the solution.

"I consider it an awesome pleasure and privilege to be entrusted with the responsibility of helping our men and women in uniform and their family members as they journey toward financial independence. I look forward to my tomorrows proudly serving the military family on the Zeiders team!"

– Zeiders AFC Team Member

Your Career With Us

Zeiders believes good people provide quality service and ensures our employees have the opportunity to perform meaningful work in a supportive environment. As you work with us and grow professionally and personally, our guiding principles allow you to accomplish your personal vision. We are living our mission of making a difference every day, and want you to be part of our team.

At Zeiders you will find:

- A comprehensive benefits package
- A strong culture of mutual respect, ethical action and integrity
- A variety of positions and work locations worldwide
- Continuous training and support for professional development



Join the Zeiders Team and Support the Military, Veterans, and their Families.

www.zeiders.com/apply-now | careers@zeiders.com

EQUAL OPPORTUNITY EMPLOYER

Zeiders participates in the E-Verify Employment Verification Program



CAREER OPPORTUNITIES

Your talent is critical to our mission.

Join Our Team

Zeiders Enterprises provides support services around the globe to Military and Veteran communities. We are a company of people helping people, making an impact on individuals and families and empowering people for a better quality of life – everyday. We know that people work their best when they can align their passion and expertise with a career that allows them to truly make a difference.

We are seeking professionals for corporate office positions.



Corporate
Development



Ethics and
Compliance



Finance and
Accounting



Human
Capital



Information
Services



Learning and
Development



Office
Services

Nationwide/Remote Positions Available

- Knowledge Management System Technician
- Contact Center Operations Analyst
- Career Advisor
- Career Coach
- Counselor Military Support
- IT Business Analyst/IT Business Partner
- LMS Specialist
- PFC (On Demand)

Qualifications

- Based on the specific position, one of the following education or experience requirements:
 - Associate's degree in the specific skills area or a High School Diploma with at least one year related experience.
 - Bachelor's degree in the specific skills area or direct, relevant professional experience.
 - Specific opportunities may require a Master's degree in a specific skills area from an accredited graduate program.
- Zeiders is a COVID-19 vaccination-required company and requires all employees to be vaccinated or seek an approved accommodation for a protected reason (medical or religious).
- Must clear a background check including criminal history and credentials verification.
- U.S. Citizenship and a valid, unrestricted motor vehicle license may be required.

About Zeiders

Zeiders is a privately held, veteran-owned government contractor focused on Military and Veteran communities. Our mission is delivering quality of life services and support that make a positive difference for individuals, families, and organizations in the military community. We employ over 1,300 professionals, making a difference every day working at our corporate headquarters, remotely, and at military installations and locations worldwide.



“Zeiders provides a culture conducive to growth, encouraging employees to further develop themselves and thrive amongst the support of newfound friends and colleagues. Teamwork is celebrated here. I am honored to be part of this team and in a role that allows me to give back to the military community.”

– Zeiders Team Member

Your Career With Us

As a part of the Zeiders team you are surrounded by the resources and vision to help you pursue your dedication to doing great work every day. You engage directly with clients, pursue ongoing professional development, and work with a team focused on co-worker encouragement and respect. Best of all, you truly make a difference to individuals and families.

We are living our mission of making a difference every day and want you to be part of our team.

At Zeiders you will find:

- A comprehensive benefits package
- A strong culture of mutual respect, ethical action, and integrity
- A variety of positions and work locations worldwide
- Continuous training and support for professional development



Join the Zeiders Team and Support the Military, Veterans, and their Families.

www.zeiders.com/apply-now | careers@zeiders.com

EQUAL OPPORTUNITY EMPLOYER

Zeiders participates in the E-Verify Employment Verification Program

