

ADC JOB DESCRIPTION

JOB TITLE: Accounting Specialist
<https://app.jobvite.com/j?cj=ob0Y8fw1&s=MSEP>

SUMMARY:

The Accounting Specialist's responsibilities include A/P, A/R, payroll and month-end closing processes, as well as other accounting related functions as requested by client. The successful candidate will be able to successfully prioritize and manage multiple client needs, while maintaining a high level of accounting services and professionalism. Must be comfortable with communicating with clients, both on the phone and webcam, while placing a high emphasis on client service in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Daily Accounts Payable, Accounts Receivable/Invoicing and banking for multiple clients, as required
- Ensure the accurate and timely processing of daily transactions
- Posting of journal entries to balance sheet and income statement based upon predetermined methods and routines
- Update balance sheet accounts, including weekly and monthly reconciliations
- Conduct daily posting and/or downloads for bank accounts/credit cards, as required
- Process client payroll with 3rd party vendor
- Successfully use, monitor and review any 3rd party applications per client request/requirements
- Review and process monthly and/or quarterly sales and use tax, as required
- Reconcile Quarterly Payroll filings with the General Ledger
- Review and manage month end close process
- Occasional special projects as requested
- Lead client calls to provide high emphasis on customer service
- Supports budget and forecasting activities
- Other duties as assigned

ESSENTIAL SKILLS AND EXPERIENCE:

- 3+ years performing full charge bookkeeping
- 2+ years using QuickBooks Software – most recent experience on resume
- Interest in 3rd party applications to enhance efficiencies

- Ability to interact with various levels of management, staff and clients internally and externally
- Strong problem solving skills
- Working knowledge of prepaids, accruals and inventory
- Demonstrated ability to handle multiple clients simultaneously
- Exceptional attention to detail with excellent written and verbal communications skills
- Strong work ethic
- Must be decisive and work well under pressure
- Confident in one's abilities and able to work independently, with minimal direction

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ADC JOB DESCRIPTION

JOB TITLE: Accounting Specialist Assistant
<https://app.jobvite.com/j?cj=orhH3fwc&s=MSEP>

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position responsibilities include assisting various Accounting Specialists with their tasks such as, A/P, A/R, and daily banking to support with meeting client deliverables. The right individual for this position will be able to successfully prioritize and manage multiple client needs, while working with multiple personalities. This position requires the individual to be a conscientious, well-organized team-player who exhibits great attention to detail and professionalism.

ESSENTIAL SKILLS AND EXPERIENCE:

- Basic accounting experience – minimal of one year combined working with AR & AP functions
 - AP – Invoicing and billing to be paid out
 - AR – Creating invoices to be collected and process credit card payments
 - Daily Banking – update QuickBooks according to daily transactions
- 1+ years using QuickBooks Software – most recent experience on resume
- Demonstrated ability to handle tasks simultaneously
- Exceptional attention to detail with excellent written and verbal communications skills
- Strong work ethic – “whatever it takes” attitude
- Must be decisive and work well under pressure
- Confident in one’s abilities and able to work independently, with minimal direction

MINIMUM EDUCATION REQUIRED:

- High School Diploma, or equivalent

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

ADC JOB DESCRIPTION

JOB TITLE: Digital Marketing Specialist - <https://app.jobvite.com/j?cj=owbTcfww&s=MSEP>

SUMMARY:

AccountingDepartment.com is seeking an energetic, experienced Digital Marketing Specialist to work within our Marketing Team to support key growth initiatives and take our SEO and PPC efforts to the next level. The qualified individual will be highly professional and organized, an excellent communicator, detail-oriented and possess a demonstrated passion for digital marketing and analyzing data. As AccountingDepartment.com's first Digital Marketing Specialist, you'll be responsible for developing and executing a digital marketing strategy to drive lead generation and increase sales growth for AccountingDepartment.com through digital campaign creation, management, optimization, and reporting on KPIs. The role will be comprised of 75-90% paid channel focus and 10-25% SEO focus. In this position, the Digital Marketing Specialist will need to understand, strategize, and maintain data-driven decisions that contribute to AccountingDepartment.com's overall ROI for ad spend in accordance with established goals. The individual will be responsible for budget management and regular optimization to constantly push our business growth forward. The ideal candidate will be eager to work in a growing, fast-paced entrepreneurial environment and be adept at excelling under pressure.

The Digital Marketing Specialist will report to the Head of Marketing.

This is NOT a social media management role or entry level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead Paid Search Management - develop strategy, plan, and execution of paid search and social channel efforts, aimed at driving qualified B2B leads.
- Set up and manage campaigns in Google, Bing, Facebook, YouTube, Instagram and LinkedIn.
- Direct/Compose, proofread, and edit content for digital marketing efforts with a keen attention to detail and brand voice.
- Develop a strong understanding of the services, competition, industry, and marketing goals and objectives for AccountingDepartment.com
- Conduct ongoing keyword research and competitive analysis to identify and discover new targets and strategy
- Manage budgets in line with the strategy and ensure that monthly spend is on target
- Track KPIS and produce insightful monthly reports for AccountingDepartment.com; summarizing data, recommendations and providing a clear summary of performance. Create data-driven insights about visitor behavior from website data on traffic patterns, conversion and navigation behavior.
- Use a variety of tools to compile and draw insight from both company-specific, sector-specific and generic industry data, in order to better understand user trends and behavior as well as add context to the performance of each account
- Collaborate with Marketing team and third-party vendors to optimize website, landing pages and marketing automation campaigns to improve SEM strategies
- Develop new ad copy and implement A/B testing to maximize qualified lead volume
- A/B test ad design, copy and landing pages to maximize conversions
- Understand how to conduct optimization related to page titles, URLs, redirects, internal link structures, SEO copy editing, sitemaps review/maintenance
- Monitor, analyze and report on SERP rank, traffic, engagement, bounce rates and conversions

- Keep abreast of industry trends and tactics for SEO and SEM to enhance experience and drive growth
- Researches and suggests new resources to benefit AccountingDepartment.com
- Eagerly takes on other duties as assigned

ESSENTIAL SKILLS AND EXPERIENCE:

- 2-3 years' of most recent experience in direct paid search and paid social campaign management (experience in B2B preferred)
- 2-3 years' experience in successfully developing and executing SEO & SEM campaigns (experience in B2B preferred)
- Experience supporting small business objectives
- Experience with audiences and list segmentation
- Recent experience building and managing ad campaigns for: Google Display and Search, YouTube, Bing, Facebook, Twitter and Instagram
- Deep working and demonstrable knowledge of Google Ads, Google Analytics and Google Tag Manager
- Aptitude for rigorous quantitative analysis with the ability to represent data in various reports
- Comfortable with presenting and explaining findings and providing recommendations.
- High-energy, team player who loves a challenge and is constantly working to improve themselves personally and professionally
- Exhibits ownership mentality, hardworking and results-driven
- Outstanding verbal and written communication
- Strong organizational skills and attention to detail
- Ability to manage and prioritize multiple projects and tasks simultaneously. Able to meet tight deadlines and perform under pressure
- Innovative and creative, with a concise, precise and effective approach to problem solving
- Friendly, personable, & positive

MINIMUM EDUCATION & TRAINING REQUIRED :

- Bachelor's degree in business or marketing preferred
- Agency experience is preferred, but not required
- Google AdWords, Google Analytics and Bing Certification is a major plus
- Hubspot experience is a plus

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ADC JOB DESCRIPTION

JOB TITLE: Marketing Assistant
<https://app.jobvite.com/j?cj=oNWV3fwr&s=MSEP>

SUMMARY:

In this role, the Marketing Assistant will provide a full spectrum of operational support to the Marketing Department to ensure departmental and organizational objectives are carried out and accomplished in an effective, timely and efficient manner. The Marketing Assistant will play a pivotal role in helping the company meet its strategic initiatives by providing support across a variety of marketing disciplines such as: Social Media, Content Management, Public Relations, SEO/SEM, Events and Email. The ideal candidate will exhibit a dynamic personality, with a "roll up the sleeves" work ethic and a positive, team player attitude. The Marketing Assistant should be highly organized with strong follow up skills and the ability to multi-task. A strong sense of urgency is essential, along with the ability to work quickly and efficiently. The Marketing Assistant must have the ability to communicate clearly and effectively across all marketing mediums and channels.

Note: This role is a strong administrative role with a marketing specialty that requires a lot of organization and administrative ability. It is not a junior marketing role that just happens to have some administrative responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with execution of and reporting on all marketing initiatives and campaigns
- Participate in regular status meetings and conference calls to review performance, outstanding items, ongoing campaigns, etc.
- Support in the creation of engaging visual and written content and aid in quality control for all marketing materials (graphics, white papers, articles, videos, etc.)
- Assist with the development of content calendars and research
- Lead content dissemination, social posting and sharing across all platforms
- Thorough note-taking and end-to-end workflow support
- Assist Marketing team by assigning, updating and maintaining tasks within Teamwork (project management software) to keep team on task and functional
- Support new and innovative PR, social media, events and publishing / appearance opportunities
- Proactively identify areas to assist and support marketing goals

ESSENTIAL SKILLS AND EXPERIENCE:

- 2 – 3 years experience as an assistant and direct report to a Director level position (or higher)
- 1 – 2 years experience in marketing, writing and social media with a strong desire to develop a career in digital and B2B marketing.
- Strong attention to detail and accuracy with unwavering commitment to organization and getting things done
- Professional and articulate writing skills across all forms of content – extra consideration will be given to applicants who can show professional writing and social media skills (either personal or at a prior position)
- Familiarity with digital and marketing best practices
- Familiarity with HubSpot or other marketing automation software
- Familiarity with basic HTML and proper blog post structure
- An eagerness to learn digital marketing and bring new ideas to the table. This position will end up certified in inbound marketing, HubSpot and possibly others.
- A positive, can-do attitude

MINIMUM EDUCATION & TRAINING REQUIRED:

- Bachelor or Associate Degree in related field
- 1 – 2 years marketing experience
- Completion of Inbound Marketing and HubSpot certifications will be required within 60 days of hire

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ADC JOB DESCRIPTION

JOB TITLE: Monthly Write Up Accounting Specialist
<https://app.jobvite.com/j?cj=oKtuZfwq&s=MSEP>

SUMMARY:

The Monthly Write Up Accounting Specialist will be responsible for monthly write up bookkeeping for multiple clients. The right individual for this position will be able to successfully prioritize and manage multiple client needs, while maintaining a high level of accounting services and professionalism.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monthly write up bookkeeping for 30+ clients simultaneously
- Processing sales tax and payroll tax
- Process payrolls for various clients
- Financial statement preparation
- Monthly bank account and general ledger reconciliations
- 1099 processing
- Provide quality customer service; frequent interaction with clients via telephone and webcam

ESSENTIAL SKILLS AND EXPERIENCE:

- 5+ years performing full charge bookkeeping, including monthly write up
- Must have experience working in Accounting Services or CPA firm - minimum 3 years
- 3+ years using QuickBooks Software
- Familiar with sales and payroll tax
- Demonstrated ability to handle up to 30 clients simultaneously
- Ability to meet deadlines
- Exceptional attention to detail with excellent written and verbal communications skills
- Strong work ethic – “whatever it takes” attitude
- Must be decisive and work well under pressure
- Confident in one’s abilities and able to work independently, with minimal direction
- Comfort level using webcam as means of communication, both internally and with clients

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Apria Healthcare

View All Opportunities: <https://careers-apria.icims.com/jobs/intro?hashed=-435622242>

Sleep Supply Specialist – Req ID# 2020-10147 --20 openings

Link to apply: <https://careers-apria.icims.com/jobs/10147/sleep-supply-specialist/job?mode=view&mobile=false&width=568&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

JOB SUMMARY

The Sleep Supply Specialist will provide excellent customer service and product information, solutions and relevant details to patients and providers. Most importantly, this position provides above and beyond communication with our patients so that they feel heard, understood, valued and more connected with Apria. Key responsibilities for creating a positive, patient-centric environment include:

- Evangelize our customers and turn our disgruntled patients into our biggest fans.
- Support our Field teams, Operations and Sales, by delivering timely feedback that empowers our teams to deliver exceptional patient experiences.
- Critically problem-solve common complaints by flagging trends and partnering cross-functionally to recommend and implement preventative measures.
- Proactively create a better patient experience.
- Be a champion of the employee experience and drive our unique company culture.
- Support the development and implementation of employee programs that nurture our company's core values to engage employees and create a positive culture.

Payer Change Specialist – Req ID# 2020-10219 -- 10 openings

Link to apply: <https://careers-apria.icims.com/jobs/10219/payer-change-specialist---remote/job?mode=view>

JOB SUMMARY

The Payer Change Specialist processes patient changes in insurance.

- Ensures that payor changes are completed, payment is guaranteed prior to delivery and revenue is posted appropriately.
- Verifies that the correct product and payor are used for the service, equipment, and therapy. Ensures that the correct allowable is recorded in accordance with the contract.
- Contacts payors (online or by phone) to verify insurance coverage and eligibility requirements.
- Obtains verbal / written authorization for medical treatment from appropriate sources.
- Verifies insurance information for accuracy and completeness and resolves discrepancies as necessary.
- Research and resolve accounts and identify gaps between current and former payor requirements and existing billing documentation. Ensure account bills correctly for open and future invoices
- Answers inbound calls from patients with updates to their insurance

- Coordinates and contacts patients, branches and referrals to obtain required testing as required by the new payor.
- Notifies and schedules new testing for the customer.
- Documents account activity in ACIS and other systems, as required
- Complies with all regulatory compliance areas, policies and procedures and "best practices".
- Performs other duties as required.

Customer Service Kaiser – Req ID# 2020-10208 -- 15 openings (5 Spanish Speaking)

Link to apply: <https://careers-apria.icims.com/jobs/10208/customer-service-specialist/job?mode=view&mobile=false&width=568&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

JOB SUMMARY

This position is responsible for identifying and resolving customer issues and answering customer inquiries regarding the status of their order.

- Responds to telephone, fax, electronic documents and web inquiries and orders from referral sources and homecare patients.
- Receives referral request for home equipment and services.
- Provides information on equipment supplies and services.
- Demonstrates professional etiquette and courtesy when interfacing with customers.
- Resolves patient/customer complaints by identifying problems, troubleshooting of equipment and coordinating appropriate corrective action.
- Assesses patient needs and promotes company products and services.
- Complies with and adheres to all regulatory compliance areas, policies and procedures and best practices.
- Handles Inbound/Outbound phone calls, emails and texts to patients and referrals.
- Follows Apria's procedures for all transactions.
- Follows Apria's Quality program to ensure that we give the best service to all customers.
- Performs other duties as required.

Customer Service Kaiser –Req ID# 2020-10209 -- 15 openings (5 Spanish Speaking)

Link to apply: <https://careers-apria.icims.com/jobs/10209/customer-service-specialist/job?mode=view>

JOB SUMMARY

This position is responsible for identifying and resolving customer issues and answering customer inquiries regarding the status of their order.

- Responds to telephone, fax, electronic documents and web inquiries and orders from referral sources and homecare patients.
- Receives referral request for home equipment and services.
- Provides information on equipment supplies and services.
- Demonstrates professional etiquette and courtesy when interfacing with customers.

- Resolves patient/customer complaints by identifying problems, troubleshooting of equipment and coordinating appropriate corrective action.
- Assesses patient needs and promotes company products and services.
- Complies with and adheres to all regulatory compliance areas, policies and procedures and best practices.
- Handles Inbound/Outbound phone calls, emails and texts to patients and referrals.
- Follows Apria's procedures for all transactions.
- Follows Apria's Quality program to ensure that we give the best service to all customers.
- Performs other duties as required.

Customer Service Kaiser – Req ID# 2020-10204 -- 12 openings

Link to apply: <https://careers-apria.icims.com/jobs/10204/kaiser-smc-customer-service-specialist/job?mode=view>

JOB SUMMARY

This position is responsible for identifying and resolving customer issues and answering customer inquiries regarding the status of their order.

- Responds to telephone, fax, electronic documents and web inquiries and orders from referral sources and homecare patients.
- Receives referral request for home equipment and services.
- Provides information on equipment supplies and services.
- Demonstrates professional etiquette and courtesy when interfacing with customers.
- Resolves patient/customer complaints by identifying problems, troubleshooting of equipment and coordinating appropriate corrective action.
- Assesses patient needs and promotes company products and services.
- Complies with and adheres to all regulatory compliance areas, policies and procedures and best practices.
- Handles Inbound/Outbound phone calls, emails and texts to patients and referrals.
- Follows Apria's procedures for all transactions.
- Follows Apria's Quality program to ensure that we give the best service to all customers.
- Performs other duties as required.

Patient Qualification Specialist – Req ID# 20 openings Part Time

Link to apply: <https://careers-apria.icims.com/jobs/10223/patient-qualification-specialist/job?mode=view>

JOB SUMMARY

The Patient Qualification Specialist will provide excellent customer service and product information, solutions and relevant details to patients and providers. Most importantly, this position provides above and beyond communication with our patients so that they feel heard, understood, valued and more connected with Apria. Key responsibilities for creating a positive, patient-centric environment include:

- Evangelize our customers and turn our disgruntled patients into our biggest fans.

- Support our Field teams, Operations and Sales, by delivering timely feedback that empowers our teams to deliver exceptional patient experiences.
- Critically problem-solve common complaints by flagging trends and partnering cross-functionally to recommend and implement preventative measures.
- Proactively create a better patient experience.
- Be a champion of the employee experience and drive our unique company culture.
- Support the development and implementation of employee programs that nurture our company's core values to engage employees and create a positive culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for supporting hundreds of local branch offices across the country by reviewing new patients orders and documentation submitted by referral sources in order to obtain required documentation and clinical requirements of individual health insurance plans, allowing our patients to maximize their available health plan benefits and to receive the much-needed care as soon as possible.
- Requests health plan authorizations/information as required; either electronically or verbally.
- Demonstrates and ability to develop business relationships within the field leadership through close collaboration, partnership, engagement and communication.
- Performs other duties as required.

<https://www.usajobs.gov/GetJob/ViewDetails/571976300>

USAJOBS

 Help

 Search

Outreach Program Coordinator

DEPARTMENT OF THE ARMY

[Army Installation Management Command](#)

DIRECTORATE OF MORALE WELFARE & RECREATION ARMY COMMUNITY SERVICES DIVISION, FT. CARSON, CO

Overview

Locations

Duties

Requirements

[Required Documents](#)



Overview

 [Help](#)

Open & closing dates

 06/30/2020 to 07/09/2020

Service

Competitive

Pay scale & grade

GS 9

Salary

\$53,739 to \$69,862 per year

Engage2Excel's affiliate, Catasys is recruiting for a remote Member Engagement Specialist:

<https://catasys.jobinfo.com/public/description.php?jid=9926574&rcid=101298>

To meet the basic qualification for this role, you must be at least 18 years of age and have a high school diploma or equivalent. In addition, to be a good fit for the Member Engagement Specialist opportunity, you will have:

- 1+ years of experience in EITHER (ideal candidates will have BOTH):
 - A consumer sales environment, preferably in some type of telesales. Quick question for you - [click here](#)
 - Healthcare outreach and/or member support.
- A demonstrated ability to establish trust quickly, overcome objections and be persuasive over the phone.
- Excellent oral and written communication skills with strong listening/comprehension abilities.
- Great telephone presence, including the ability to:
 - Engage and motivate using patience and a conversational approach.
 - Convey confidence and a positive attitude.
- The ability to:
 - Adapt to a regularly changing environment.
 - Navigate and multi-task in several computer applications while holding a conversation.
- Proficient personal computer skills, including Microsoft Office.

Additional requirements:

- A quiet, private, distraction-free home office work environment.
- A reliable high-speed Internet connection (cable, DSL or fiber) with speeds of at least 10Mbps download and 5Mbps upload. Quick question for you - [click here](#)
- Willingness to do constant sedentary work.
- Discipline to work from home while following a set schedule.

Preferred but not required:

- Bilingual skills in English and Spanish.
- A background in healthcare/wellness.
- Certification or licensure in a healthcare field.
- A bachelor's or advanced degree.

Pictured: Catasys clients tend to be industry leaders, crafting best practices in health care. They provide programs and support proven to improve member health, and healthier members drive claims costs down. Their focus on the right care at the right time delivers the right outcomes for all involved.

POSITION OVERVIEW: The ideal candidate for Proximity Learning is somebody who has a passion for teaching, but prefers to work from home. We also regularly employ those who are recently retired, living in another country, or who only want to teach part-time. Our company structure is incredible well-suited to those who do not wish to relocate for a new teaching job or simply want more flexibility in their career.

QUALIFICATIONS:

- Bachelor's (or higher) in Education or equivalent (specific languages are accepted)
- Licensed Teaching Certification in one or more US States
- 2+ years in teaching, not limited to the online environment
- Willing to get certified in additional states if required
- Willing to dedicate 5 hours a week for 9 months for each course

EXPECTATIONS:

- Meet with students during the scheduled class time
- Challenge and encourage students to master their designated course at every level
- Be respectful and aware of student needs in an online environment
- Follow the policies and curriculum provided by each school district and Proximity Learning
- Be responsive in a timely manner set forth by Proximity Learning Inc. and regularly correspond with Director of Implementation
- Must have a computer with an adequate (preferably high-speed) internet connection that meets our minimum specifications

[CLICK HERE](#) to view current vacancies per subject matter and submit an application:

Non-MSEP employer, ICF International, Inc. is hiring for two Remote Financial Specialists for the Victim Services Grants Program. The employer point of contact is Ms. Michelle Jones and she may be reached at Michelle.Jones@icf.com.

Position Title: Financial Specialist
Full-time
Job#: R2001807

Location: Remote (United States and United States Territories Puerto Rico, US Virgin Islands, Guam, Northern Mariana Island and American Samoa)

Position Description: ICF is looking for experienced Financial Specialists to provide grants and financial management training and technical assistance (TTA) support to the Office of Justice Programs (OJP) supporting grantees in U.S. Territories - Puerto Rico, US Virgin Islands, Guam, Northern Mariana Island and American Samoa.

As a Financial Specialist, you will be responsible for a variety of grants financial management functions including communicating with OJP grantees, providing TTA support to grantees, conducting financial management research and analysis, assisting with financial management training and tools development, and providing recommendations for financial actions.

Position Responsibilities:

- Provide comprehensive and targeted Technical and Training Assistance (TTA) programs to Office of Justice Program's (OJP) U.S. Territory grantees and organizations including successful financial and accounting policy and procedure development and implementation
- Deliver both onsite/in-person and remote financial management training and technical assistance to grantees
- Support grantees with creating sustainable organizational financial management infrastructures
- Conduct assessments of the financial management capacity of grantees
- Conduct comprehensive reviews of existing financial and grants management tools
- Contribute to development of resources to assist with strengthening the organizational financial management capacity of grantees
- Work with the project team to develop plain language financial management resources
- Participate in regional meetings as needed

Position Requirements:

Qualifications:

- Bachelor's Degree in Accounting or related field such as Business Administration, Auditing, or Financial Management

- 5+ years of demonstrated experience in Grants or Financial management
- Proficient in Microsoft Office - Word, PowerPoint, Outlook and Excel with strong keyboard skills
- Experience designing business processes that help individuals coordinate their work and documenting those business processes in the form of flow charts or written procedures.
- Should have the ability and willingness to travel up to 20%
- U.S. Citizenship required (required by federal government for position)
- This position may require a Public Trust OJP security clearance due to the handling of personally identifiable information (PII).

Preferred Skills/Experience:

- Experience with technology, e.g.; setting up audio/visual equipment and comfortable with technologies that facilitate virtual meetings and communication.
- Experience with a variety of information technologies, including shared repositories for electronic files, such as SharePoint or Dropbox.
- Facility with making website changes using a content management platform.

Professional Skills:

- Strong analytical, problem-solving and decision making capabilities
- Sound business ethics, including the protection of proprietary and confidential information
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team
- Ability to work with all levels of internal staff, as well as outside clients and vendors
- Excellent problem solving skills with ability to analyze situations, identify existing or potential problems and recommend solutions

Application

Mechanism: <https://www.icf.com/careers/jobs/R2001807>

Thank you for your continued support of our military spouse community.