



1. Position Overview

Job Title: Financial Analyst

Department/Team: United States Space Force, Enterprise Space Activity Group (ESAG) Financial Management (FM) Support Services, Contractor Support Team

Location: Remote, with occasional travel required to client site(s) in California and Florida

Security Clearance Level Required: Secret

Reports To: External: Prime Contractor Project Manager; Internal: Antilles Project Manager, Skip Jones

Employment Type: Full Time

Job Summary: Antilles Consulting Group, LLC seeks an entry level financial analyst with a passion for excellence in customer service, coupled with willingness to learn in Federal Working Capital and/or appropriated funds accounting transactions to support the mission critical activities of the United States Space Force Enterprise Space Activity Group (ESAG) Financial Management (FM) Support Services team.

2. Job Description: We are seeking a motivated and detail-oriented Financial Analyst to join our team. This entry-level role is ideal for recent college graduates interested in federal financial management. The analyst will support Working Capital Fund (WCF) and Appropriated Fund (AF) operations, focusing on transaction processing, financial analysis, compliance, and reporting. The position offers hands-on experience with government financial systems and opportunities for professional growth.

Key Responsibilities:

- **Transaction Processing:** Review, validate, and record fund transactions (obligations, expenditures, reimbursements, collections).
- **Budget Execution Support:** Assist in monitoring appropriations and fund allocations to ensure compliance with fiscal law and agency guidelines.
- **Accounts Reconciliation:** Perform reconciliations between general ledger accounts, subsidiary ledgers, and financial systems.
- **Cash Flow Monitoring:** Track inflows/outflows for working capital funds to maintain liquidity and operational efficiency.
- **Invoice and Payment Review:** Verify vendor invoices, purchase orders, and payment requests for accuracy and compliance.

- **Financial Data Analysis:** Collect and analyze financial data to identify trends, variances, and anomalies.
- **Reporting:** Prepare monthly and quarterly financial reports for management and stakeholders.
- **Compliance:** Ensure adherence to federal appropriations law, agency regulations, and internal controls.
- **Audit Support:** Provide documentation and analysis during internal/external audits.
- **Systems Use:** Learn and operate ERP/financial systems (e.g., Defense Agencies Initiative).
- **Collaboration:** Work with program managers, budget officers, and accountants to resolve transaction issues.
- **Process Improvement:** Identify opportunities to streamline workflows and improve transaction efficiency.

Required Qualifications/Experience:

- Bachelor's degree in Accounting, Finance, Economics, Business Administration, or a related field.
- Strong analytical and problem-solving skills.
- Attention to detail and commitment to accuracy.
- Ability to learn and apply federal financial regulations and policies.
- Proficiency in Microsoft Excel and other data analysis tools.
- Excellent communication and teamwork skills.

Competencies:

- Analytical Thinking: Ability to interpret financial data and identify key insights.
- Compliance Awareness: Understanding of fiscal law, appropriations, and fund management principles.
- Technical Aptitude: Willingness to learn ERP and financial management systems.
- Collaboration: Strong interpersonal skills to work across teams and with stakeholders.
- Adaptability: Eagerness to learn and grow in a dynamic financial environment

3. Cultural Fit and Soft Skills:

- Demonstrated ability to work successfully in a remote environment
- Adaptability, and demonstrated ability to work within a geographically distributed team in a fast-paced, small-team environment.
- Passion for excellence in customer service delivery

4. About Antilles Consulting Group, LLC

Antilles Consulting Group, LLC, a Service-Disabled Veteran and Woman Owned Small Business, is an Advisory and Professional Services Consultancy with a global focus. Antilles supports more than 10 commercial accounts, providing expert services across the breadth of the business lifecycle through startup, growth, and maturity. Our leadership has served at the highest levels of the Department of Defense, Big 4 Consulting, and Fortune 500 firms, and has started successful small businesses. Our combined experience enables us to add value through corporate strategy development, business transformation, process optimization, and financial analysis.

CONTACT:

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