



## Staff Associate

Job types: Full-time, part-time

Are you a person who loves collaborating with people, sharing ideas, and finding innovative solutions to help Federal agencies? Do you enjoy a work environment where you are valued, supported professionally, and encouraged to take initiative to be the best you can be? Are you a US citizen, experienced in Federal government financial management, internal controls, planning, budgeting, accounting, auditing, and reporting? If so, there is a job for you at TFC Consulting, Inc!

For almost 20 years, TFC Consulting has been working with Federal Agencies in the DC Metro Area. We provide excellent professional services grounded in strong project management, innovative solutions, technical quality, and continual improvement. At TFC, everyone is a hands-on contributor working together to solve our clients most important financial management issues.

Learn more about us at [www.tfcci.net](http://www.tfcci.net).

### Responsibilities

- Participating in internal control assessments in accordance with OMB Circular A-123 to include the test of design and operating effectiveness for internal controls over financial reporting and operations.
- Preparing Federal financial reports in accordance with OMB Circular A-136.
- Utilizing Microsoft Office or other tools to create and format documents, tables and presentations.
- Demonstrating initiative and effective decision-making and problem solving.
- Collaborating with teams to ensure high quality work and timely deliverables.
- Attend professional development conferences and internal meetings.

### Requirements

- US Citizen
- 1-2 years of relevant experience in accounting, auditing, or other area of Federal financial management
- CPA or CGFM (Licensed or candidate)
- Bachelor's degree from an accredited college or university in accounting or related field
- Ability to obtain US Federal government security clearance.
- Strong written and verbal communication skills

### Experience in:

- Microsoft Office Suite 365.
- Taking initiative and expressing ideas to facilitate high quality work and products.
- Flexibility among projects and project demands.