



Example of Telecommunications Analyst Job Description

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Our innovative and growing company is looking to fill the role of telecommunications analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for telecommunications analyst

- Enter and verify a variety of funding data in appropriate formats
- Track and verify quality of funding data from all sources
- Collect, review, and input data into a computer processing system and audit output data
- May be expected to code data and input data for computer processing
- Provide Obligation Verification Report (OVR) doc status via STAR-FL on a daily basis or as requested by the Government
- Provide Reimbursable Funds Checkbook Detail via Command Financial Management System (CFMS) on a daily basis or as requested by the Government
- Perform functions to include formulation of budget and cost estimates to support plans, programs, and activities, review and evaluate budget requests, control, and reporting of obligations and expenditures
- Process funding documents using financial applications to completion in accordance with Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R and other financial guidance
- Processes approximately 40 funding documents per year
- Ensures data posted in the financial systems are accurate and complete

Qualifications for telecommunications analyst

- Experience in an Agile and/or Waterfall SDLC environment a plus

- Experience in business process management, or process improvement is a plus, whether in workplace or educational setting
- Must have experience in PBX/Key Systems, VoIP systems, wireless solutions, and cabling infrastructure installation/scheduling/testing
- Minimum of 2 years experience with Cisco VoIP technology and products