**CAI Contact**

Patricia Bowler

Phone:

Email ID:

**<Candidate Name>**

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| Demonstrated ability to interpret and apply state procurement regulations, policies, and procedures | Required | 5 |  |  |
| Working knowledge of state and familiarity with state government procurement policies for the purchase of goods and services | Required | 5 |  |  |
| Aid with maintaining Policy and adhering to code of Virginia standards for the ODGA | Required | 5 |  |  |
| Ability to plan, organize, and prioritize a variety of procurement processes | Required | 5 |  |  |
| Considerable understanding of Account Payables and Account Receivables processes | Required | 5 |  |  |
| Good working knowledge of purchasing strategies | Required | 5 |  |  |
| Proven work experience as a Finance Analyst or similar role | Required | 5 |  |  |
| A solid understanding of purchasing and invoicing systems | Required | 5 |  |  |
| A good understanding of reviewing contracts and MOU’s | Required | 5 |  |  |