**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 |
| Extensive experience in the use of the computers and software (Microsoft 365) applications. Excel pivot tables, complex spreadsheets, etc. | Required | 5 |  |  |
| Extensive in financial analysis and forecasting and forecasting | Required | 5 |  |  |
| Customer service to broad audiences, professionals, vendors, team members and executive staff | Required | 5 |  |  |
| General knowledge of accounting practices and financial management | Required | 5 |  |  |
| Experience in performance metrics, measurements, methods and targets to promote financial accountablility | Highly desired | 3 |  |  |
| Commonwealth of VA financial knowledge and applied experience | Highly desired | 1 |  |  |
| Experience with Cardinal Financial system | Highly desired | 1 |  |  |