

# Financial Management & Administrative Services

Service-Disabled  
Veteran-Owned Business

Certified  
Woman-Owned Business

Disadvantaged  
Business Enterprise

ISO 9001:2008  
Certified



**Fastest-Growing Private Companies in America  
in 2014, 2015, 2016 & 2017**

*-Inc. 5000*

**Top Workplace in 2016**

*-Washington Post*

**Community Impact Award in 2016**

*-DC Chamber of Commerce*

**BE 100s for 2015 & 2016**

*-Black Enterprise*

**JMA Solutions provides a wide variety of financial and administrative management services. Our support helps ensure continuity of operations and timely completion of all projects and deliverables. We provide accurate, judicious and authoritative information and materials, which allow our customers to make informed decisions.**



## **Financial Management:**

- Budget Analysis, Forecasting and Planning
- Investment and Business Case Analysis
- Budget Formulation and Execution
- Earned Value Management
- Budget Reconciliation
- Statistics and Analytics Preparation
- Fund Allocation and Distribution Monitoring
- Program and Financial Field Reviews and Auditing
- Risk, Issue and Opportunity Tracking and Management

## **Administrative Support:**

- Contracts Administration
- Billing, Invoice Tracking and Record Keeping
- Schedule Management
- Meeting Planning and Coordination
- Conference Database Maintenance
- Travel Logistics and Coordination