

JOB DESCRIPTION

<i>For Human Resource Use Only:</i>	
Job Title:	<i>Accountant</i>
Position Classification:	<i>Exempt</i>
Position Type:	<i>Full-time</i>
Reports To:	<i>CEO</i>
Location:	<i>Manassas, VA</i>
Contract:	<i>N/A</i>
Security Requirements:	<i>N/A</i>
Education Requirements:	<i>Bachelor's degree preferred</i>
Years of Experience:	<i>Five to seven years of experience</i>

<i>For Advertisement:</i>	
Job purpose	
<p>Joint Technology Solution, Inc. (JTS) is seeking an experienced full-time Senior Staff Accountant to join our team. We are an established 8(a), Service-Disabled Veteran Owned Business (SDVOSB) located in Manassas, VA. The Staff Accountant supports cradle-to-grave accounting functions and daily/monthly activities of the Accounting Department.</p>	
Duties and responsibilities	
<ul style="list-style-type: none"> · Perform A/R, billing/invoicing to customers, including processing of cash receipts and recording of revenue and receivables. · Process and record accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with policies and procedures. · Review expense coding to ensure compliance and tag all eligible costs, including A/P and staff reimbursements monthly. · Execute payroll process for office and field staff, including timesheet processing and total time accounting compliance. · Assist with managing cash flow and work closely with the CEO on day-to day reporting, monthly closing of books, and year-end operations of Accounting/Finance/tax matters. · Perform general account analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals, and prepaid expenses. · Process monthly accruals, amortization of prepaid expenses, fixed asset depreciation, and recording of 	

adjusting and reclassification journal entries, if necessary

- Prepare company financial reports, financial statements, and budget performance.
- Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable standards (GAAP, DCAA, CAS auditing), rules, regulations, and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations.
- Assist with DCAA and CAS audits, incurred cost submissions, and forward pricing models.
- Ensure the company's 401(k) compliance.
- Work with the Human Resources department on fringe benefit matters

Qualifications

- Bachelor's Degree in accounting or related field.
- Proficiency in Deltek CostPoint and MS Excel is required.
- Minimum of 5 years of federal government contracting accounting, and minimum of 7+ years of cumulative relevant experience in accounting operations and/or audit.
- Knowledge of GAAP, DCAA, and CAS standards.
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced, dynamic work environment.
- Excellent analytical and problem-solving skills.
- Demonstrable attention to detail and good record-keeping
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Strong background in budget preparation and cash management.
- Must be able to analyze and troubleshoot accounting issues.
- Ability to communicate and present ideas.
- Desire to work in a collaborative environment and solicit and give constructive feedback.
- Ability to multitask, adapt to changing priorities and new technologies, and meet deadlines.
- Dependable in attendance at work

Approved By:	
Date Approved:	
Reviewed:	