



Job Title: Accounting Specialist III

Location: Germantown, MD or Los Alamos, NM

Position Type: Full-time Exempt

Job Description

Summary/Objective: The Accounting Specialist III helps ensure Defense Contract Audit Agency (DCAA) compliant systems and processes including but not limited to the following accounting functions: payroll, billing, accounts payable, accounts receivable, and preparing ledger entries.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

1. Demonstrates professional experience in accounting, including accounts payable, accounts receivable, general ledger and payroll, with knowledge of Generally Accepted Accounting Principles (GAAP), Cost Accounting Standards (CAS), and DCAA related concepts, practices and procedures.
2. Handles accounts payable, accounts receivable, travel expenses, and billing, making use of current technologies.
3. Handles processes related to billing of Time and Materials Contracts.
4. Ensures that billings are complete and accurate.
5. Ensures that accounts payable entries are timely recorded.
6. Ensures bank accounts are properly reconciled.
7. Handles special projects and impromptu reports for the Controller as needed.
8. Establishes strong working relationships with departmental colleagues and delivers excellent customer service to internal and external customers.
9. Teams with the Controller and other members of the accounting department in devising forms, manuals, and appropriate accounting processes.
10. Performs additional administrative and office operational tasks as directed.

Competencies

1. Familiarity with GAAP, DCAA-compliant processes, and CAS.
2. Demonstrated recent experience in payroll functions including state and federal tax regulations as well as year-end payroll reporting requirements.
3. Demonstrated awareness of importance of confidentiality and requirements surrounding personally identifiable information (PII).
4. Works as a Team Player and puts the Accounting Team and the Company first.
5. Effective interpersonal, customer service, and communication skills.
6. Deadline-driven; achieves deliverables in timely fashion.
7. Detail-oriented, organized, and efficient.



8. Analytical skills and openness to implementing IT solutions and new more efficient techniques; process improvement focused.
9. Solid understanding of MS Office Suite, including Microsoft Excel. Proficiency in accounting software common to the government contracting industry (e.g., Deltek, UAnet, Sympaq)
10. Ethical and possesses a thorough understanding of confidentiality requirements.

Supervisory Responsibility

This position has no supervisory responsibilities.

Position Type/Expected Hours of Work

This is a full-time position. Regularly scheduled days of work are Monday through Friday.

Required Education and Experience

BA/BS in Accounting with 4+ years of recent and relevant accounting experience or an equivalent combination of education and experience.

Preferred Education and Experience

Experience working in a government contracting environment.

Security Clearance

Not applicable.

AAP/EEO Statement

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

Drug-Free Workplace

Techsource complies with the requirements of the Drug-Free Workplace Act of 1988.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.