Accounting and Contracts Management Specialist

JOB SUMMARY:

Accounting

- Invoice preparation - compiling and creating invoices in accounting system. Invoices include T&M, fixed price, milestone based and cost-plus types.
- QA the invoices for accuracy, account fidelity and timeliness
- Submit/upload invoices
- Record AP and make sure all accounts are paid on time
- Import/ export from/to accounting and time/expense (T&E) systems
- Post labor distribution to accounting system
- Track task/contract status from financial accounting perspective; prepare reports for project managers and company management
- Post payroll
- Remit fees in 401K, GSA, insurance and other company systems

Contracts Administration

- Organize/track contracts and task orders
- Setup and modify contracts and task orders into accounting system (Deltek GCS)
- Master files for billing, labor categories, rates, authorized work force
- Track contract/task status vis-à-vis hours, ODCs, subcontractor costs billings, estimate to complete
- Review contract execution vis-à-vis compliance with requirements
- Respond to Government agencies about questions
- Prepare contracts to consultants, subcontractors, vendors and service providers

Proposal Pricing

- Manage submissions on BPA pricing schedules to agencies such as GSA, FAA, Navy, etc.
- Draft price proposals- fixed price, T&M, schedule-based, cost plus
- Prepare backups and sealed bids
- Prepare and maintain pricing templates for different types of pricing

Process Management

- Prepare, update and maintain SOPs, processes and templates for contracts administration, accounting and proposal pricing

EDUCATION AND EXPERIENCE:

- Bachelor's or Master's in Accounting
- Minimum five years' full-time experience, at least two years' of which should be in Deltek GCS
- Accounting systems: Mastery of Deltek GCS, knowledge of QuickBooks
- Software: Mastery of Microsoft Excel, proficiency in Microsoft Word
- Test score: Minimum 90th percentile score on SAT's, GMAT's or GRE's Quantitative section

COMPENSATION:

Competitive with industry standards

CONTACT:

Interested candidates should send resume with salary requirements and availability. Please send an email, with 'Accounting' in the subject line, to: hr@endyna.com.