

Government Contracting Accountant/Business Manager



Rose Li and Associates, Inc. (RLA), a small but rapidly growing government contractor headquartered in Rockville, MD, seeks an experienced accountant who can also serve as business manager. The ideal candidate will be an enterprising and self-directed individual with excellent communication skills, who enjoys the challenge of operating in the face of changing business needs, and takes pride in developing elegant solutions and efficient approaches. RLA offers normal business working hours, health insurance, paid time off, holidays, 401K company match, and generous profit sharing plan.

In this position, you will have an immediate impact in promoting solid financial infrastructure and developing meaningful accounting policies and procedures, ensuring compliance with government requirements, and providing timely and accurate financial reporting to executive management as the company continues its rapid growth. This is a "roll-up your sleeves" position with heavy interaction with all levels of management, reporting directly to the Chief Financial Officer. A successful candidate must possess good judgement, discretion, and be able to work efficiently with limited supervision. Job activities will be performed at the firm's office in Bethesda. Compensation is competitive and based on experience.

Responsibilities

- Helping to solidify establishment of DCAA-approved government contracting accounting system (JAMIS) including ensuring optimal use of the system and integrity of database;
- Overseeing all accounting operations, including financial reporting, accounts payable, accounts receivable, general ledger, payroll, fixed assets, bank statement reconciliations, etc.;
- Managing month-end and annual general ledger close process including timely and accurate preparation of all financial reports at the project/company levels as well as balance sheet account reconciliations;
- Supporting company-wide budgeting and forecasting processes, including monthly analysis of actual costs versus budget;
- Managing all audits, including financial, Defense Contract Audit Agency (DCAA)/Defense Contract Management Agency (DCMA), and bank;
- Enhancing, developing, implementing, and enforcing accounting policies and procedures to include compilation of an accounting manual;
- Ensuring continual process improvement and excellent customer service to all employees and management;
- Conducting onboarding of new hires;
- Managing and training administrative staff;
- Performing special projects as directed; and
- Other projects as assigned.

Qualifications

- BS accounting or finance. Masters and/or CPA preferred.
- At least 5 years of progressive financial management experience, with at least 3 years as an accountant or similar position in a Federal government contracting environment.
- Working knowledge of Generally Accepted Accounting Principles (GAAP); familiarity with general Federal Acquisition Regulations (FAR) requirements, Federal legislation, rules, and guidelines, including compilation of incurred cost submissions, federal, state, and local tax filings and other government reports, preferred.
- Sound understanding of system implementation and integration, government contracting, and DCAA reporting.
- Experience with Government Contractor Accounting Software. Working knowledge of JAMIS helpful but not required.
- Highly detail-oriented, analytical, and organized.
- Ability to operate independently with minimal supervision.
- Excellent written and oral communication skills.
- Proficient with MS Office suite.

Candidate must be able to pass a background/credit investigation.

Principals only, no agencies.

To Apply

Please send resume, names and contact information of at least three professional references, and cover letter to: careers@roseliassociates.com with the position name in the subject line.

About RLA

RLA is a small woman-owned firm established in 2003 specializing in research, writing, committee and project management, meeting planning, and scientific review and planning services. It received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015 and is expected to graduate from the program in 2024. With the help of the SBA and this new certification, RLA expects to grow in size, benefits, and core competencies. Therefore, the ideal candidate is comfortable with managing change, can help with talent recruitment and team building, sees and acts on opportunities for improvement and efficiencies, and relishes the challenge of assuming progressively more responsibilities as RLA grows.

For information on RLA, visit our website at <http://roseliassociates.com/>

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.