



Project Accountant

Job Description

This role is responsible for the day-to-day transactional accounting activity with full responsibility for accuracy of the general ledger and subsidiary accounts. This position serves to produce timely, accurate, detailed accounting work in compliance with GAAP and DCAA/FAR requirements. Individual must have strong accounting skills and problem solving abilities. This position is required to maintain confidentiality on all sensitive information.

Responsibilities

- Provide recording, tracking and reporting support to the accounting and finance function. The Project Accountant is responsible for maintaining records along with preparation of periodic government program and management reports. In addition to the day-to-day accounting and finance duties, the Project Accountant will participate as a proposal team member to provide cost & pricing support. In addition the Project Accountant will provide support with budgets and weekly, quarterly and annual management reporting.
- The Project Accountant will be responsible for all month end closure procedures and financial statement preparations and ad hoc reporting as required to support the controller. This includes calculations of commission, employee bonus plans and management bonus plans.
- The Project Accountant will be responsible for support to the business development team and track receivables collections and providing weekly and monthly reports to the program managers on their projects.
- The Project Accountant will help to build and review cost proposals and maintain the files required for compliance and contract conversions.
- The Project Accountant will support the Controller maintaining contract and subcontract files.
- The Project Accountant will be responsible to manage and maintain physical inventory stocks and supporting records and work with vendors to verify accurate inventories are in stock and available for sale. The Project Accountant will also be responsible for physical inventory during each year-end close.
- Perform additional assignments as required by the needs of the company or as directed by the Controller.

Minimum Qualifications

Education/Experience: Bachelor's Degree in Accounting or Finance plus 5 years experience of hands-on accounting in a government contracting environment. Qualifications include a comprehensive understanding of the general ledger. The position also requires familiarity with the Federal Acquisition

Commuter Air Technology, Inc.

2701 Liberty Parkway, Suite 309 • Midwest City, OK 73110 • Tel: (405) 694-4755 • Fax: (405) 455-2354
www.commuterair.com

Regulation (FAR) and associated Department of Defense DFARS. Experience and accomplishments will be considered in lieu of education level.

Skills

- Problem solving and analytical skills
- Computer proficiency in MS Office modules
- Must be able to coordinate effectively across multiple departments
- Job cost accounting
- Ability to maintain effective working relationships with all levels of management
- Cost and pricing skills
- Interpersonal, oral and written communication skills
- Commitment to company values
- Fluent in English

Salary

Varies, depending on experience.

Point of Contact

employment@commuterair.com