



Vacancy Announcement

Position Title	Senior Accountant
Position Type	Full Time
Job Location	Alexandria, VA
Starting Date	July 2020

J&M Global Solutions (J&M) is recruiting for a senior accountant to support senior leadership in the development and analysis of financial records and reports. A dynamic and growing firm that values its clients and its employees, J&M provides staff with exciting opportunities to work on projects of which they can be proud.

JOB DUTIES

- Accounting
 - ✓ Maintain financial accounting systems using of generally accepted accounting principles (GAAP) and maintain project accounting systems in compliance with the Federal Acquisition Regulations (FAR) to record transactions.
 - ✓ Review day-to-day and month-end close entries including revenue, payroll, prepaid expenses, and accrued liabilities.
 - ✓ Lead the month-end and year-end closing process, including cost pool calculations, to prepare, analyze, and verify financial reports, financial statements, and other records, for senior leadership to assess financial condition and facilitate financial planning.
 - ✓ Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
 - ✓ Appraise, evaluate, and inventory real property and equipment including government furnished equipment, recording information such as the description, value, and location of property.
 - ✓ Review controls to detect deficient controls, duplicated effort, or non-compliance with laws, regulations, and management policies.
 - ✓ Assist tax accountants at year- end with preparing schedules, providing explanations of supporting materials and procedures, and preparing any other necessary data.
 - ✓ Prepare year-end 1099s.
 - ✓ Maintain company Accounting Manual including policies and procedures
 - ✓ Serve as a subject matter expert for financial systems.
- Payroll, Employment Taxes and Insurance
 - ✓ Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws and ensure that state registrations and tax filings are completed on time.

- ✓ Support processing of paperwork for new employees to ensure accuracy of pay, employment taxes and insurance deductions and liabilities
- ✓ Ensure that payroll and financial systems interface effectively and that corporate processes are consistent across the systems.
- ✓ Keep informed about changes in employment tax and insurance laws and apply to the payroll process as required.
- ✓ Assist HR in analyzing employment-related data and prepare required reports.
- ✓ Serve as a subject matter expert for financial systems, payroll, employment taxes and insurance systems.
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in Accounting (or related field)
- 5 years of directly related experience
- Accounting experience with government contractors
- Proficiency in Microsoft Office, SharePoint, and Microsoft Teams, with advanced proficiency in Microsoft Excel
- Mastery of Unanet (or related ERP) and ADP Workforce Now to track and manage expenses, run payroll, and prepare financial records
- Exceptional attention to detail and organizational skills
- Strong analytical and communication skills
- Ability to prioritize and multi-task
- Professional attitude and ability to maintain confidentiality
- Ability to work in a fast-paced environment, independently and as part of a team, with both local and remote staff
- Authorized to work in the U.S. and ability to pass standard background/credit check
- Desired Skills
 - ✓ MBA
 - ✓ Certified Public Accountant (CPA) or Certified Management Accountant (CMA)

TO APPLY

Please send your resume, a cover letter summarizing your experience and expertise, and the names and contact information for three professional references (one of whom was a past supervisor) to hr@j-mglobal.com.

J&M provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.