



Requisition No.: 2022-AC-003

Need Date: Immediate

Job Family: Accounting – Accountant

Position Type: Full Time Position

Exempt/Non-Exempt Classification: Exempt

Security Clearance Requirement: The candidate must be clearable to DoD Secret Level.

Location: *Non-Remote:* 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

Education: Bachelor's Degree in Accounting

Experience Level: 4+ years of professional accounting experience with Bachelor's Degree.

Travel: Not Required

Overview:

This is a great opportunity to expand your skills by working in a dynamic environment supporting sonar systems for the US submarine community. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Must work well with the procurement team, contracts administration, and program management. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna people are our greatest resource, we highly value every employee, and pride ourselves at being extremely productive while delivering high quality products to our customers.

The Accountant reports to the Controller. The position will support full-cycle accounting and finance duties which may include Project Accounting, Accounts Payable, Payroll, Accounts Receivable, Contract Billings, Revenue Recognition, Fixed Assets, General Ledger accounting, month-end close, account reconciliations, and financial reporting.

Job Responsibilities:

- Assisting with preparing all necessary period-end closing journal entries, submitting to the Controller for approval, and entering into accounting software system (Costpoint)
- Ensure the timely reporting of all monthly financial information, including review and approval of journal entries and accounts reconciliation
- Contributing to the budgeting process as directed
- Calculation and/or review of indirect rates.
- Ensures timely and accurate processing and entry of vendor invoices.

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SEDNA PROPRIETARY

- Comparing purchase orders, prices, terms of payments and any other charges
- Process weekly check runs
- Assists with monthly AP close
- Filing paid vendor vouchers and reconciling vendor statements
- Assist with all aspects of processing Payroll
- Prepare and Enter Monthly Journal Entries for Month-End Close
- Support the annual 1099 reporting process
- Assist with research and compliance including Government Audits as required
- Performing other duties as assigned by the Controller or President

Required Qualifications:

- Knowledge of accounting principles, practices, methods, and techniques to perform a variety of routine accounting assignments
- Knowledgeable in Cost Accounting Standards/Generally Accepted Accounting Principles
- Strong interpersonal skills, including the ability and desire to communicate, collaborate, and coordinate with accounting department and other colleagues
- Able to troubleshoot and problem solve in a dynamic work environment with professionalism and positive work ethic
- Skill analyzing accounting information to prevent, detect, and correct errors and omissions.
- Ability to respond to auditors and other external organizations' information requests, as directed by the Controller and President.
- Able to manage multiple jobs effectively with attention to detail
- Intermediate to advanced user skills with Microsoft Excel; Proficiency in Microsoft Word
- ERP/accounting system experience

Desired Qualifications

- Certified Professional Accountant/Public Accounting Experience
- Experience in Government Contracts and cost accounting in all types of contracts (T&M, FFP, CP, etc.).
- Experience with Federal Acquisition Regulations (FAR)
- Proficiency with Costpoint
- Audit (Internal or External) experience

Sedna is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.