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**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 able to obtain a security clearance (DOD Secret)

**Location:** *In office:* 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

**Education:** Bachelor's degree in Accounting

**Experience Level:** Bachelor's degree in accounting or equivalent work experience in a related field. An equivalent of 4 years of combined education, professional training, or related work experience may be substituted for Bachelor's requirement.

**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.

This position supports full-cycle accounting and finance duties to 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:**

- Assist with preparing all necessary period-end closing journal entries, 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
- Calculate and/or review of indirect rates
- Ensure timely and accurate processing and entry of vendor invoices
- Compare purchase orders, prices, terms of payments and any other charges

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SEDNA PROPRIETARY

- Process weekly check runs
- Assists with monthly AP close
- Filing paid vendor vouchers and reconciling vendor statements
- Assist with the 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

**Required Qualifications:**

- Professional experience with 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 collaboration across business areas
- Able to troubleshoot and problem solve in a dynamic work environment with professionalism and positive work ethic
- Demonstrate skills analyzing accounting information to prevent, detect, and correct errors and omissions
- Ability to respond to auditors and other external organizations' information requests
- 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 int 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

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.