JOB TITLE: SENIOR STAFF ACCOUNTANT/GOVERNMENT CONTRACTS SPECIALIST

CLASSIFICATION: Exempt

DEPARTMENT: Finance & Accounting

REPORTING TO: Director, Accounting

MANAGERIALLY RESPONSIBLE FOR: NA

LOCATION: Corporate Office

PURPOSE: Perform various accounting functions, manage the administration of Company government contracts, ensuring full compliance with all applicable contract administration and Federal Acquisition Regulations (FAR) and government agencies and serve as back-up support for procurement.

SCOPE OF RESPONSIBILITY: Responsible for performing various accounting related functions related to general accounting activities. Responsible for ensuring the effective and efficient management of NAC’s government contract administration and compliance function and for providing support to the procurement department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Perform a variety of accounting functions, including account analysis, reconciliation, report preparation, classification of costs and charges, preparation of financial reports, royalty administration and support of financial portions of contract proposals, as assigned. Record receipt of checks by NAC on a daily basis.

2. Serve as a backup for maintaining general ledger and all related accounts with proper documentation and records of all Company transactions; review entries to the general and subsidiary ledgers to assure accuracy and compliance with the Company’s and established accounting principles; control all changes to chart of accounts, organizational structures and project set-ups.

3. Ensure NAC maintains full compliance with FAR and Cost Accounting Standards (CAS) contained in government contracts as bid and awarded to the Company.

4. Maintain current and complete files of all documents associated with the negotiation and formation of all contracts both awarded to and by NAC. Serve as the system administrator and update contract values and modifications in Deltek Costpoint.

5. Prepare and ensure accuracy of DCAA Incurred Cost Submittals. Effectively communicate with DCAA on related issues.

6. Submit a yearly request for provisional indirect rates to DOE/DCAA.
7. Assist/support DCAA audits and requests for information (incurred cost proposal, financial capability audits, requested provisional rates, contract briefs, etc.).

8. Close out government contracts with the appropriate government organization and follow up on final invoices/documentation.


10. Serve as a back-up for preparing Small Business Subcontracting Plans and monitoring small business purchases to file required semi-annual small business reports with DOE for those government contracts that require plans.

11. Take the lead in creating and updating accounting policies and procedures as necessary.

12. Support and serve as a backup to NAC’s procurement personnel.

**JOB SPECIFICATIONS/QUALIFICATIONS:**

1. Bachelor’s degree in accounting or related area. Masters degree in business administration preferred.
2. A minimum of six (6) years of varied professional experience in accounting and the administration of a contract compliance program with particular emphasis on federal government contracts.
3. Thorough knowledge of Federal Acquisition Regulations and other relevant federal, state and local laws and regulations.
4. Ability to establish and implement effective auditing systems and to conduct audits with thoroughness, diplomacy and tact.
5. Strong presentation, editorial, verbal and written communication skills are necessary.
6. Proficiency in Microsoft Office products, particularly Excel required.
7. Experience with Deltek Costpoint.

**PHYSICAL REQUIREMENTS:**

1. Ability to articulate clearly and conduct oral presentations.
2. Ability to view video display terminal images < 18” away from face for extended period of time – up to four (4) hours at a time.
3. Ability to operate a computer keyboard and telephone.
4. Ability to sit for extended periods of time – up to four (4) hours at a time.
5. Ability to lift, tug, pull up to fifteen (15) pounds.

NAC is an Affirmative Action/Equal Opportunity Employer.

If interested, please send your resume to resumes@nacintl.com.