



## FINANCE MANAGER

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### **Job Responsibilities**

- Maintain and control the accounting software system
- Oversees Accounting Staff
- Authorize the transfer of expenses into and out of project-related accounts
- Review and pay all invoices and expenses and monitor cash balance
- Create, collect, and deposit all project-related billings to customers and government
- Respond to requests for more detail from customers
- Create and submit government reports related to projects
- Compile information for internal and external auditors, as required.
- Responsible for computing, classifying, and recording financial transactions to ensure the financial records of the organization are accurate
- Performs routine financial calculations and general ledger duties and checks the accuracy of calculations performed by other employees
- Operates computers programmed with accounting software to record, store, and analyze information
- Checks figures, postings, and documents for corrected entry, mathematical accuracy, and proper codes
- Classifies, records, and summarizes numerical and financial data to compile and keep financial records
- Complies with federal, state, and company policies, procedures, and regulations
- Coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management
- Generate all project and non-project related charge codes; Manages all charge codes and the distribution of charges codes for all projects
- Manages Accounts Receivables
- Exercising effective control over the financial resources of the organization
- Supervising Accounts Payable personnel
- Weekly and Monthly financial reporting
- Monthly and Yearly closeouts
- Coordinate with DCMA; facilitate all audit preparations
- Interface with Banks and Accounts for loans, reports, applications etc.
- Assist with pricing and maintain Rates

*Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes*

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- Responsible for Bookkeeping and general ledger accounting
- Manages the Depreciation Schedule
- Filing of property taxes
- Consolidate information for insurance reporting
- ICE reports
- Monitor cash flow

### **Physical Requirements**

- Ability to lift light load as necessary
- Ability to operate in a clerical, office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

### **Knowledge and Experience**

- Minimum ten years previous accounting experience
- Proficient in Microsoft Office applications (e.g., Word, PowerPoint, Excel, Access, and Outlook)
- Proficient in Accounting and Project Management software
- Working knowledge of Acrobat Pro

### **Education**

- Bachelor's Degree in accounting required

### **Benefits include:**

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 13 Paid Holidays each year
- 9/80 Work Schedule

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*The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.*

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Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. 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.

