



BOOKKEEPER / PROJECT ACCOUNTANT

Job Responsibilities

- Maintains and controls the accounting software system; creates project accounts in the accounting system and closes out project accounts upon project completion
- Authorizes access to project accounts; accountable for monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers and payments collected
- Sets up and tracks project budgets; authorizes the transfer of expenses into and out of project-related accounts
- In coordination with Accounting Clerk, reviews and pays all invoices and expenses and monitors cash balances across various sites
- Reviews deposits for all project-related billings to customers and government; responds to requests for more detail from customers
- Maintains project-related records, including contracts and change orders; reports on project accountability to management
- Creates and submits 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
- Checks figures, postings, and documents for corrected entry, mathematical accuracy, and proper codes; interfaces with banks and accounts for loans, reports, applications, etc.
- Classifies, records, and summarizes numerical and financial data to compile and keep financial records; complies with federal, state, and company policies, procedures and regulations
- Manages all charge codes and the distribution of charges codes for all projects as well as being responsible for:
 - Accounts receivables
 - Weekly and monthly financial reporting
 - Monthly and yearly closeouts
 - Coordination with DCMA
 - Assisting with pricing and maintaining rates
 - Depreciation Schedule
 - Filing of property taxes
 - Consolidating information for insurance reporting
 - ICE reports
 - Monitoring cash flow

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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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 three (3) years previous accounting experience
- Proficient in Microsoft Office applications (e.g., Word, PowerPoint, Excel, and Outlook)
- Proficient in Accounting and Project Management software
- Working knowledge of Acrobat Pro

Education

- High School graduate or equivalent
- Associates Degree in Accounting preferred

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

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

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.

