



Job Announcement

Position Title	Project Accountant
Department	Accounting / Orlando, FL
Reports To	Controller and Senior Project Accountant
Company Name	Katmai Government Services
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FLSA Status	Exempt
Pay Rate or Salary	DOE
Work Schedule	40 hours per week. May be required to work additional hours as needed to complete assignment or project.

Summary	Project Accountant is responsible for reviewing and setting up adequate processes in the Accounting system and to provide subsidiaries with contract specific procedures to ensure compliance with contract specifications.
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| Essential Duties and Responsibilities | <ul style="list-style-type: none">• Review proposals after award.• Set up contracts in the accounting system, Costpoint, which includes: setting up of contracts to detail level specified in contract, assignment of project numbers, establishing invoicing requirements and billing formats per contract requirements, establishing workforce at various project levels, developing & maintaining cost allocation models.• Communicate contract specific information to other departments and subsidiaries.• Liaison with accounting staff and subsidiaries on contract specific issues.• Ensure all contract related files are received.• Align all pricing to include labor categories with contracts.• Review and enter contract modifications into system.• Support projects until closeout of contracts.• Assist in preparing the Incurred Cost Submissions.• Assist with various aspects of general ledger accounting, as assigned, including monthly journal entries, monthly reconciliations of subsidiary ledgers, monthly accruals and reversals, fixed asset accounting, and monthly revenue recognition and analysis.• Generate and reconcile monthly Statement of Indirect Expenses. |
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| Experience Requirements | <ul style="list-style-type: none">• Zero to Five years additional relevant work experience.• Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database (MSWord, Excel, Access, PowerPoint), and Outlook.• Deltek/Costpoint & Cognos Reporting experience strongly preferred. |
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Educational Qualifications

- Bachelor's Degree in any area of Finance or Accounting.

Special Skills

- Ability to work independently and resolve problems in a timely manner.
- Ability to work well in group problem solving situations.
- Ability to write clearly and present numerical data effectively.
- Ability to read and interpret written information and to apply mathematical concepts to practical situations.
- Ability to define problems, collect data, establish facts and make sound business decision based on that data.
- A thorough knowledge of standard contract terms.

Supervisory Responsibilities

- No.

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 10 lbs. It is Katmai Government Services, LLC's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Work Environment

Work is performed in a professional office setting including the normal office equipment (computer, fax machines, copier) and with a wide variety of people in differing functions, personalities and abilities.

During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.

Preference Statement

Equal Opportunity Employer, F/M/D/V; Preference will be given to Ouzinkie shareholders in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

To Apply

To apply visit www.katmaicorp.com/careers to download an application. Submit application and resume via email to jobs@katmaicorp.com or via fax to (907) 565-2263.