

**Position:** AP/AR Accounting Specialist  
**Department:** Administrative  
**Reports To:** President  
**FLSA Status:** Fulltime, Regular, Exempt

**Position Summary:**

The position will be responsible for the processing and payment of accounts receivable, accounts payable, semi-monthly timesheet processing, bank reconciliations, and employee and third-party expense reimbursement submissions. The position will also act as the liaison point with the company's external accounting firm to support data and other requests in processing of general ledger, month-end closing, financial statement, compliance reporting, and other outsourced accounting duties.

The position requires an in-depth knowledge and recent experience of Deltek Costpoint's AP, AR modules, and intermediate to advanced level knowledge of Microsoft Excel. Selected applicants can expect to be tested in their functional knowledge of both Costpoint and Microsoft Excel as part of the recruitment and selection process.

**Key Duties & Responsibilities:**

- Accounts payable and account receivable processing- research, documentation, and data entry.
- Communication with clients, employees, vendors and other third parties as required in support of accurate and timely accounts payable and accounts receivable processing.
- Monitor accounts to ensure that both accounts receivable and payable are processed, paid and recorded on a timely and accurate basis, and that physical files are up to date.
- Resolve any invoice or accounts payable discrepancies through proactive research.
- Review, process, pay, and record all approved expense reimbursement submissions ensuring that expenses approved are within contract, supported by appropriate documentation, are properly recorded, and filed.
- Provide accounting and budgeting support to senior management and/or third-party accounting firm as requested.
- Assist with other contractual and/or administrative tasks as needed.
- Manage and support part-time accounting associate.

**Required Qualifications, Skills & Experience:**

- Bachelor's degree in accounting, a related discipline, or equivalent experience.
- 3-4 years' experience in accounts payable/receivable with a genuine desire to grow and take on additional responsibilities over time.
- 3+ years' experience with Deltek Costpoint AP/AR modules essential.
- Strong organization, analytical, and communication skills.
- Ability to work under limited supervision and problem solve.
- Intermediate to advanced proficiency with Microsoft Excel essential.
- Team working capabilities and be results oriented.

Position offers a hybrid work schedule and competitive compensation, based on experience. Our benefits package is generous and includes paid time off, federal holidays, health/dental/vision insurance, short term disability, and 401(k).