



**Job Title:** Accounting Specialist  
**Location:** US  
**Reports To:** Accounting Manager  
**Clearance:** Not required  
**FLSA Status:** Exempt

**Job Summary:**

We have a full time position for accounting/billing support. The primary responsibility of this position is to assist with reviewing contracts, creating invoices, submitting invoices to customers, AR/AP, and providing customer and management reporting on billings and collections for a fast-growing company. This position is a work from home position. Must have strong accounting and computer knowledge and be detail oriented. Knowledge in government accounting regulations a plus.

**Job Responsibilities:**

- Accounts Payable
- Accounts Receivable
- Review of contracts and contract modifications
  
- Work with Operations, project managers, and customers on contract requirements
- Create and review invoices based on contractual requirements
- Submit invoices to customers
- Update files for billing and collection information and provide reporting to customers and management
- Create journal entries, as necessary, for proper revenue recognition and cost adjustments/allocations
- Perform other clerical duties as needed.
- Perform other duties and special projects as assigned

**Required Skills:**

Experience in accounting or finance  
CostPoint intermediate experience  
Ability to work under tight deadlines  
Detail oriented  
Strong organizational, time management and prioritization abilities  
Ability to deal with sensitive and confidential information  
Excellent communication skills  
Experience with handling multiple clients, client communication and client interaction.  
Proficient with Microsoft products (Internet Explorer, Outlook, Word & Excel)



**Preferred Skills:**

Bachelor's degree in accounting or finance  
Experience with Procas Accounting software  
Experience with government contracting, FAR requirements and Federal Travel Regulations

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Planning/Organizing** - Prioritize and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Language Skills** - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, proposals,



business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Mathematical Skills** - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability** - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to question activities and issues in all functional areas and make sound business decisions based on that data.
- **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this Job, the employee is regularly required to sit, talk, type or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms.
- **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
  - The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment.
  - During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is potentially exposed to fumes or airborne particles, caustic chemicals, and loud noise.

**OPSPRO, LLC is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.**