



Government Accounting Specialist

The Government Accounting Specialist will be responsible for accounting records related to the company's federal and state government contracts. The person will also review financial data prepared by others and compile reports for management; assist in responding to audit inquiries by performing analysis, providing explanations, and converting supporting documentation to electronic format.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform financial calculations
- Compile budget data and documents
- Monitor, review, compile, and prepare required government financial reports
- Respond to inquiries regarding payment status and irregularities
- Review and correct outstanding receipt of goods transactions
- Review issued checks for accuracy
- Prepare and submit invoices to customers in accordance with customer purchase order
- Manage sales commissions analysis, as required
- Document procedures and policies for areas of responsibility
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards
- Provide direction and assistance to other organizational units
- Other duties as required

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED

- Bachelor's degree in Finance or Accounting
- 3-5 years of experience, preferably in a manufacturing or government contractor environment
- Skills required include problem solving, critical thinking, reading comprehension, management of financial resources, systems evaluation, and writing for small to medium sized businesses

ITAR/EAR CRITERIA

- This position will require lawful access to ITAR/EAR controlled information and employees in these roles will need to meet those requirements. Requirements include US Citizenship, US Permanent Resident or ability to meet contract-specific licensure requirements.

EMPLOYMENT CATEGORY

- Regular full-time

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send resume via e-mail to careers@3DGSinc.com