

ELTA North America (ELTA NA), a subsidiary of IAI North America, located in Annapolis Junction, MD, is a prime contractor and integrator of technological solutions for the U.S. Government. We bring foreign technology from ELTA Systems Ltd. In Israel and customize it to meet U.S. Government operational requirements.

Title: DELTEK/CostPoint Accounting Manager for Government Contracts

Location - Annapolis Junction MD 20701

Essential Duties and Responsibilities:

PURPOSE

DELTEK/CostPoint Accounting Manager for Government Contracts is responsible for all areas relating to financial reporting in compliance with government contracting requirements. This position will contribute to development and maintenance of accounting principles, practices and procedures to ensure accurate and timely financial consistent with Cost Accounting Standards, Generally Accepted Accounting principles. Applicant will be responsible for the implementation of DELTEK CostPoint from an accounting perspective for the company, including mentoring and training other users. The DELTEK/CostPoint Accounting Manager works as part of the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The DELTEK/CostPoint Accounting Manager will have contact with senior-level Executive Directors and reports to the Controller.

RESPONSIBILITIES & DUTIES

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure. This includes inventory and cost accounting relative to manufacturing cycle from raw materials, work in process and finished goods.
- Must have DELTEK CostPoint experience (5-7 years minimum desired) in implementation and maintenance
- Assist the Controller and back-up the financial team based upon demonstrated understanding/prior experience in typical functions:
 - Ensure an accurate and timely monthly, quarterly and year-end close.
 - Ensure the timely reporting of all monthly financial information.
 - Daily banking requirements.
 - Ensure the accurate and timely processing of positive pay transactions.

- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other department managers to support overall department goals and objectives.
- Assists Controller to monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Provide ideas regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the Director of Finance, Controller, and other finance and firm wide managers regarding financial results, special reporting requests and the like.
- Work with the Controller to ensure a clean and timely quarterly and year-end audit.
- Be part of the general ledger group to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Support Controller with special projects and workflow process improvements.
- Other duties as assigned

MINIMUM REQUIREMENTS

Education

BA/BS in Business (or related field) with an emphasis in Accounting, CPA a plus

Technical Skills and Prior Experience

Five to seven years prior supervisory experience in the financial reporting/general ledger area. Experience working in government compliance and manufacturing accounting. Must be able to understand legacy systems and run tandem with new CostPoint System.

Must be PC proficient and able to thrive in a fast-paced setting.

Prior functional experience in payroll, bank reconciliations, Accounts Payable input, Billing and cash collections to provide back up as necessary

Strong verbal and written communication skills.

Strong interpersonal, supervisory and customer service skills required.

Ability to multi-task, work under pressure and meet deadlines required.