



VECRA is seeking a Full-Time

ACCOUNTING AND PAYROLL MANAGER

VECRA, Inc. has a requirement for a qualified **Accounting and Payroll Manager** who can ensure the accuracy and integrity of recorded financial and payroll activity, to provide internal analysis on the status of multi-year awards and produce timely required reporting. The **Accounting and Payroll Manager** is responsible for the control and reporting of the financial operations to the CEO of **VECRA, INC.**

As the Accounting and Payroll Manager, you will be responsible for the major functions of the company's accounting and payroll needs. This position ensures the accuracy and timeliness of payroll as well as the strict adherence to federal, state and local regulations. As this position also interacts with all facets of the company, the Payroll Manager will oversee and supervise the organization's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations. Responsibilities include: overseeing the processing of company payroll; Time and Attendance; Ensure accurate calculation of wages, tax withholdings, and company deductions; Ensure proper governmental reporting and compliance; Prepares statistical reports as needed; Directs staff payroll administrators.

ROLES and RESPONSIBILITIES

The Financial Accountant's roles and responsibilities include but are not limited to the following:

- Prepare and review complex weekly and/or monthly invoices according to company guidelines utilizing financial reports
- Ensure compliance with deliverable deadlines for federal government contract types of Cost Type, Time Material (TM) and Firm Fixed Price (FFP) with CLIN/SLIN/ACRN structure
- Resolve complex invoicing issues with that arise due to unique billing requirements, project adjustments or system issues (time and expense corrections, funding modification requests, etc.) to ensure the accurate and timely delivery of invoices
- Submit invoices through Government Web-based invoicing systems



- Build and maintain cross-functional team relationships with Project Management/Control, Contracts, Accounts Payable to provide expertise and assistance on invoicing matters
- Work as an integral team member in lowering overall billing cycle times to increase collections/lower DSO through process improvement
- Assist in implementing processes and procedures that will improve efficiency and strengthen internal control
- Resolve a variety of internal and external customer inquiries concerning billing status and initiate communications to external and internal customers to billing discrepancies and collection issues
- Submission of invoices as instructed by contract brief to include electronic formats, email, and/or US postal
- Collections and assistance in collections as needed
- Ad-hoc reporting and supporting a particular project as needed
- Ad-hoc reporting or assisting other **VECRA** departments as needed.
- Payroll reconciliation to include journal entries into QuickBooks
- Ensure accurate cash reconciliation in QuickBooks
- Prepare and submit GSA updates and modifications.
- Assist with filing and paying quarterly taxes.
- Assist with the monthly accounting close in QuickBooks and preparation of monthly financial reports (Income Statement/Balance Sheet).
- Maintaining all balances within the Chart of Accounts to ensure accuracy.
- Manage the accounting General Ledger and Trial Balance.
- Accounts Payable functions: accurately entering and processing invoices and paying on or prior to the due date.
- Contract invoicing – prepare monthly invoices (via QuickBooks) for submission through WAWF or other online systems/e-mail.
- Leads continuous process improvement by developing and implementing improvements in policies and procedures for the daily, monthly and year-end grants accounting activities, related capture and reporting, and cash management
- While ensuring Finance leadership stays informed of any significant issues
- Participates on various cross-sectional working groups to provide Finance input on changes in systems, processes and procedures



- Acts as a backup for verifying grant disbursement requests are properly authorized and accurately recorded
- Supports the year-end financial and Single Audit by preparing required schedules, and further assists with related audit inquiries
- Able to interpret accurately. Normally consecutive interpretation is needed, but on rare occasions simultaneous interpretation may be requested.
- Other duties as assigned

This list is not intended to be comprehensive. Additions may be made at the discretion of contract needs. This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

QUALIFICATIONS:

- Bachelor's degree (or equivalent) in Business, Finance or Accounting
- 7+ years of relevant experience required
- Proficiency in Microsoft Excel, Word and Outlook
- Years of demonstrated work experience with Government contracting and government invoicing/billing experience. As well as federal grants accounting regulations and compliance, including award and subaward monitoring and management
- Must have experience in government contracting, FARs, and Proposal pricing
- Effective communication skills
- Ability to perform comfortably in a fast-paced environment
- Willingness to work with culturally and linguistically diverse and disadvantaged populations in a courteous and effective manner
- Must be a US citizen
- Must complete a Background Investigation

DESIRED SKILLS

- Experience with creating financial statements



- Experience with general ledger functions and the month-end/year end close process
- Ability to work with scheduled deadlines
- Excellent accounting software user and administration skills
- Experience in government contracting, FARs, and Proposal pricing
- Excellent mathematics, verbal and written communications skills
- Strong analysis skills in reviewing general ledger history, and clear ability to propose proper and necessary general journal entries
- Demonstrated use of robust accounting and business software packages
- Demonstrated working knowledge in financial analysis and reporting
- Solid understanding and proven application of GAAP, accounting methods, internal controls, and best practices
- Strong interpersonal and leadership skills with the ability to interact with internal/external customers and across organizational elements.
- Demonstrated teamwork skills
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Ability to work with scheduled deadlines
- Excellent accounting software user and administration skills
- Superior problem solving and critical thinking skills
- Excellent organizational, interpersonal, written, and verbal communication skills

Required Skills:

- Bachelor's degree in accounting, business or finance.
- 10+ years of overall combined accounting and finance experience
- Proficient with QuickBooks, Deltek, and/or Jamis
- Accounts Receivable functions: Enter A/R entries (Revenue) into QuickBooks and ensure timely collection.
- Proficient with Microsoft Office Word, Excel and Outlook.
- Excellent verbal and written communication skills.
- Excellent Mathematics skills
- Experience with payroll system software
- Ability to maintain privacy and confidentiality
- Financial risk management.



EDUCATION

Bachelor's degree (or equivalent) in Accounting or Finance with minimum 5-7 years of experience.

OTHER

Shift: Days; 9:00am – 5:00pm (5 days a week)

Schedule: Monday – Friday

Job Class: Finance

Location | Place of Performance: USA\Maryland\Lanham

Salary: Starts at \$50,000

Telework or Virtual: Hybrid

Req Type: Exempt Full-Time

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical, dental, short and long-term disability.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.