

Finance / Contracts Manager

NT Concepts, a growing professional services firm in Vienna, Virginia, has a full time position available for a Finance / Contracts Manager.

Required Skills

- Must have a background in finance and or accounting with at least 5 - 7 years of experience.
- Must have experience with Government contracting finance including cost type contracting, DCAA compliance, establishing provisional rates and producing Incurred Cost Audit Reports.
- Must have experience with Government contracting and be familiar with FAR and DFAR regulations.
- Must have experience with coordinating teaming agreements, NDAs, and subcontracts.
- Must be proficient in Microsoft productivity software (MS Word, Excel, and PowerPoint).
- Must possess an extreme attention to detail.
- Must be able to obtain a security clearance (US Citizen).

Duties

- Finance / Contracts Manager will report directly to the President of the company and manage our Accounting Department. This position will be responsible for managing all aspects of accounting including: producing monthly invoices; managing payroll processing and reporting (outsourced through ADP); processing and tracking all AP; tracking and managing open AR; conducting monthly reviews, checks and audits of all GL accounts. This position will also be responsible for: producing reports and information required for tax purposes; monthly financial reviews with the President; and preparing annual provisional rates and incurred cost audit reports with assistance from the President/CFO. In addition to the financial responsibilities, this position will also serve as the Contracts Manager. In this capacity the position will be responsible for: Drafting, issuing, coordinating, reviewing, and obtaining approval for all NDAs, Teaming agreements, Subcontracts and other related contract documents. It will also require tracking project expenditures and providing necessary information to line managers on a routine basis. Position will also entail assisting in cost and contract proposal development.

Requirements

Citizenship	US Citizen
Security Clearance	No
Job Location	Vienna, VA
Duration	Full Time
Start Date	Immediately
Travel	< 5 %

How to Apply

Email your resume (including references and salary requirements) in MS Word or Adobe Acrobat format to jobs@ntconcepts.com. Please mention Job Code MB001 in your cover letter.

About Us

NT Concepts is a professional services company specializing in geospatial solutions, e-Learning, and information technology. We offer a great employee benefits package (including 401K) and a fun, flexible working environment. NT Concepts is a Microsoft® Certified Partner, a Google Enterprise Partner, and equal opportunity employer. For more information, visit us at www.ntconcepts.com.

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