



Open: Until Filled

TITLE: SR. STAFF ACCOUNTANT

JOB CODE: 13-2011
(Accountants & Auditors)

FULL TIME/PART-TIME: Full Time

PERMANENT/TEMP: Permanent

CITY: Atmore

STATE: AL

COUNTY: Escambia

COUNTRY: US

KEY EMPLOYEE STATUS

The Sr. Staff Accountant performs the daily functions of the accounting department. The Sr. Staff Accountant will work with the Accounting Manager and accounting staff maintain accurate financial data daily. Additionally, the Sr. Staff Accountant works with the Accounting Manager to improve overall processes and controls to produce timely, reliable financial information for decision support and external compliance.

REPORTING RELATIONSHIP

The Sr. Staff Accountant reports to the Accounting Manager of PCI Aviation, LLC.

CLASSIFICATION/SALARY RANGE

This is an Exempt position.

DUTIES AND RESPONSIBILITIES

- Process weekly and bi-weekly payroll in Costpoint to include Davis Bacon wages and Service Contract Act
- Set up new employees in Costpoint
- Ensure all employee data is accurate in Costpoint for existing employees and make changes to payroll data and deductions when necessary
- Monitor all Purchase Orders to ensure items are received, invoices are processed, and PO's are closed in the system in a timely manner
- Reconcile and code transactions on monthly credit card statements
- Prepare accruals for month end closing
- Review, verify and process all incoming vendor invoices daily
- Analyze discrepancies and work with vendors and PCIA Divisions to correct data and documentation
- Prepare accounts payable invoice payment batches for management approval
- Prepare all payroll tax payments and garnishment reports and vouchers
- Assist with preparation of annual Incurred Cost Submittals
- Assist with credit applications, tax exemption certificates and vendor setup and maintenance
- Prepare/assist monthly closing, full GL reconciliations, & parent company financial reporting
- Maintain electronic accounting records in Sharepoint and physical accounting files in accordance to company processes and records retention policy

QUALIFICATIONS

- **Minimum 5 years work experience in a financial accounting role with emphasis in government contracting**
- Strong track record in finance, project accounting/control, and financial reporting

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Resumes to: HR@pcicie.com

Ecke HR Department 100 Brookwood Road, Atmore, AL 36502

Phone (251) 368—0819

- In-depth knowledge of US GAAP, Cost Accounting Standards, and FAR
- Experience with Time & Materials, Firm Fixed Price, and Cost Plus Type Government Contracts including Delivery based, Milestone based, Time & Materials, and recurring services FFP contracts, with at least three 3 years supporting Cost Plus contract (CPFF, CPAF, CPIF)
- Current government contract accounting knowledge; including CAS compliance, billing, pricing and billing rates
- Knowledge of Indirect rates, rate pools, and allocations
- Outstanding communications and interpersonal skills
- BS/BA or advanced degree in Business or related field, experience may count towards degree requirement
- Candidate must possess strong working knowledge of Deltek CostPoint.
- Preferred candidate will also possess a sound working knowledge of Cognos
- Strong Excel and analytical skills, experience with Microsoft Office Suite
- Experience with DBA & SCA compliance and reporting is a plus
- Experience working in a team environment and ability to work with numerous different groups in a large organization
- The duties and responsibilities listed in this job description generally cover the nature and level of work being performed by individuals assigned to this position. This is not intended to be a complete list of all duties, responsibilities, and skills required. Ability to comply with all other requirements as specified within the PCIA Personnel Policies and Procedures.
- Must possess a valid driver's license

TRAVEL: Negligible

REMOTE: Position may not be remotely located.

SECURITY REQUIREMENTS:

Must be able to obtain and maintain a security clearance at the Secret level, though candidates with an active Secret are highly sought. US Citizenship is a requirement for Secret clearance at this location.

- ECKE and its Associated Companies is an equal opportunity employer. We evaluate qualified applicants without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other protected characteristics EOE/AA/M/F/D/V.
- Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
- Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).
- The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)
- ECKE is an equal opportunity employer. We evaluate qualified applicants without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other protected characteristics EOE/AA/M/F/D/V. In furtherance, pursuant of our Tribal Employment Rights Office and federal contractual requirements, ECKE and its subsidiaries may legally grant certain preference in employment opportunities to the Poarch Band of Creek Indians tribal members and their Descendants, based on the provisions contained within our Tribal law.

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