



Labor Category: **Senior Accountant**

Primary Location: **DEA – Arlington**

Essential Job Functions

- Coordinate with DEA management and staff regarding the project and related tasks, ensuring that director from DEA management is carried out and resolve any problems
- Perform analysis and coordinate with DEA offices and external entities to obtain information required to perform related tasks
- Monitor the progress and prepare, or delegate preparation of, periodic progress/status reports, as established by DEA management
- Inform DEA management of any issues related to the project
- Provide recommendations for improvement when applicable
- A-123 Internal Control Audits
- Provide onsite training

Skills

- Expertise in all areas of Microsoft Office (required)
- Expertise in General Ledger systems and financial reporting software (Momentum)
- Strong knowledge of databases (a plus)
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision or work in a team orient environment
- Self-motivation is necessary for meeting timely deadlines
- Over-time availability (required)
- Ability to deal with all levels of staff
- Ability to think creatively
- Ability to adapt to change
- Customer service oriented
- Strong time management skills
- High level of attention to detail, accuracy, analytical thinking skills
- Strong communication skills
- Multi-tasking, self-directed pro-active professional who achieve quality results through attention to detail
- Excellent analytical and organization skills to solve problems and improve operational efficiency

Qualifications

- Active Security Clearance (required)
- Some Travel Required
- Bachelor's degree in accounting/finance; MBA or CPA (preferred)
- Extensive knowledge of federal fund accounting principles, procedures and US Government Standard General Ledger (required)
- Auditing federal financial operations preferably compliance reviews
- Knowledge and experience related to financial auditing (required)

- Experience in financial management systems (required)
- Experience in reconciliation projects (required)
- Experience in directing and coordinating the work of subordinates
- Government experience (a plus)