



ACCOUNTING SPECIALIST

Department: Finance & Administration

Location: Orlando, FL, USA

Status: Temporary (15-weeks)

Date Posted: December 9, 2021

Are you interested in joining an organization that?

- Has over 30 years of experience providing innovative software simulation solutions in the Air Traffic Management (ATM) and Air Traffic Control (ATC) fields?
- Provides products and services to governments, colleges and universities, and defense and civilian ATC agencies worldwide?
- Offers a pay-for-performance compensation structure, tuition reimbursement, and access to various professional development opportunities?
- Has work/life balance programs in place and offers a holistic benefits package that is fully customizable based on your specific needs?

If this sounds interesting to you, continue reading about our job vacancy below.

The **Accounting Specialist** administers all aspects of the accounting function including payroll processing for transmittal to the payroll service, month-end close, accounts payable and accounts receivable. S/he also ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.

Essential Duties and Responsibilities:

- Ensures accurate and timely monthly and year-end close.
- Resolves accounting discrepancies and performs account reconciliation analysis.
- Processes payroll on a bi-weekly basis for transmittal to the payroll service.
- Uploads bi-weekly payroll entries then enters and posts to the general ledger.
- Enters and posts month-end payroll accrual and vacation accrual.
- Updates vacation accrual on a monthly basis
- Prepares 401(k) submittal report and enters journal entry on a bi-weekly basis.

The duties, responsibilities, and qualifications noted in this job posting were derived from Adacel's Accounting Specialist job description dated September 17, 2020.

- Establishes and manages vendor information and standard payment terms.
- Ensures accurate account allocation for costs within the general ledger.
- Validates invoices for accuracy and assigns correct vendor code.
- Enters invoices in the ERP system and process payments.
- Processes accounts payable and accounts receivable invoices and payments.
- Communicates with suppliers and employees to obtain information and clarify/resolve issues.
- Enters and posts labor transactions on a weekly basis.
- Identifies daily activity in the operating cash account.
- Performs the monthly reconciliation and related journal entries.
- Processes all cash receipts through the ERP system, posting to customer accounts.
- Reconciles the cash receipts ledger on a weekly basis.
- Manages the bank account and transfers money when necessary.
- Receives, validates, and processes all expense reimbursements submitted by employees.
- Supports the Controller and Chief Financial Officer (CFO) with various audits (this includes financials and government audits).
- Adheres to year-end tax requirements.
- Records and reports Form 1099 tax information to independent contractors and the federal government in compliance with tax laws.
- Records and reports Form W-2 tax information to employees and the federal government in compliance with tax laws.
- Complies with tax laws, tax requirements, and state department obligations.
- Tracks and maintains fixed asset ledger, and creates and disposes of fixed assets as necessary.
- Processes sales and use tax returns as required by various states.
- Compiles financial data for the Workers' Compensation Audit on an annual basis.
- Prepares Tangible Tax Return on an annual basis and responds to all audit requests.
- Performs ad hoc analyses and reports for the CFO & Chief Executive Officer (CEO).
- Participates in special projects when needed.
- Establishes work instructions for payroll, accounts receivable, accounts payable, project transactions and employee expense reimbursements.
- Performs other duties as assigned by Supervisor.

Required Qualifications:

- Associate's degree in Accounting or a related field.
- Previous experience in the Accounting field.

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- Ability to act and operate independently with minimal daily direction from Manager.
- Ability to meet assigned deadlines.
- Good verbal and written communication skills.
- Must be comfortable communicating with employees at all levels within the organization as well as customers, vendors and auditors.
- Consistent in the work produced with a great attention to detail.
- Good analytical skills.
- Knowledge of Microsoft Office products such as Word, Excel, PowerPoint, and Outlook.

Desired Qualifications:

- Bachelor's degree in Accounting or a related field.
- 5 years of experience in the Accounting field.
- Previous experience working with an Enterprise Resource Planning (ERP) system.

How to Apply:

- You may apply by accessing the following link... [\[Click Here\]](#).

Adacel Systems, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.