

## Position Description

## 3T Innovations

Job Title: Finance and Control Analyst	Job Code: Full time (Minimum 40 hrs/wk)
Department: Business Operations	Labor Category: Program Finance and Control
Revision Date: 7/29/2016	FLSA: TBD

### Position Overview

Financial Controller responsible for all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures

### Responsibilities

- Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition
- Prepare, and present monthly actual vs. plan & forecast variance analysis, program cost control metrics for all selected metrics (Orders, Sales, EBIT, Cash Flow) for segment and group management review
- Coordinate quarterly Estimate-At-Completion exercise with Program Managers to ensure use of approved burden/labor rates, validate Estimate-To-Complete data and ensure the accuracy of the Excel models
- Contributes to long term strategic planning by forecasting orders, sales, EBIT, and cash flow
- Re-assesses profit projections according to actual bookings and alters projections accordingly to account for variances
- Prepare and publish timely monthly financial statements
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Interface with program management on all financial related issues
- Performs financial Contract Data Requirements Lists, CDRL reporting
- Reviews travel, material, subcontract and other budgeted expenses
- Reviews program labor charges for accuracy and resolves erroneous charges by writing and processing journal vouchers into computerized financial system(s)
- Proposal Cost estimation QA/QC

### Requirements

- 5+ proven working combined accounting and finance experience successfully supporting multiple programs within DoD Government contracting environment

- BS in Finance or Accounting required; Master's degree in Finance and/or Accounting preferred
- DCAA compliance knowledge and experience
- Proposal Cost estimation QA/QC experience
- Knowledge of Earned Value methodology
- Thorough knowledge of accounting principles and procedures; In-depth understanding of financial practices in General Ledger Accounting, Rates and Compliance, Cost Proposal, Accounts Payable, Accounts Receivable, Fixed Assets, and Travel functions
- Expertise on Microsoft Office Products to include Excel, Word, PowerPoint, etc.
- Working knowledge of Truth in Negotiations Act, Cost Accounting Standards, Federal Acquisition Regulation, government accounting, Long Term Accounting for Government contracts, Sarbanes-Oxley Act, and Government Accounting Agency methodologies
- Familiarity with cost volumes and Basis of Estimate (BOE)
- Excellent accounting software user and administration skills
- Experience with creating financial statements
- Knowledge of revenue recognition practices
- Good communication and presentation skills
- U.S. citizenship is required; ability to get a DoD secret clearance

**Experience Required:**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.