



## Consultant, Accountant II (AII)

03/21/2018

Classification: Exempt – Professional; Administrative

The Accountant II (AII) is responsible for managing the overall finance and accounting operations for TMG clients, serving as TMG's client account lead, and assuming the role of Sr. Accountant/Controller for TMG clients. He/she will serve as the client's primary point-of-contact and will be responsible for providing regular communications, status updates, and problem resolutions for his/her clients. The AII may manage multiple client accounts at a time. The success of TMG's client accounts is a direct result of the AII's performance on his/her accounts. As such, the AII must be results-focused, a proactive leader, able to meet deadlines, and have great communications skills. The AII will be responsible for training, delegating to, and managing support staff who are assigned to his/her client accounts. The AII may also be tasked with providing additional support for pricing proposals, valuations and other corporate initiatives (professional development training, sales, marketing, reporting, etc.)

### **Job Duties Include:**

- Develop and maintain successful client account relationships
- Oversee accounting operations and provide strategy and planning as necessary
- Review and manage month-end close process
- Analyze and present financial reports to clients
- Provide direction to accounting team
- Assess current accounting system and make recommendations for improved processes and accounting compliance
- Develop Chart of Accounts
- Responsible for Accounting System Quality Control
- Make journal entries and keep them current
- Resolve accounting disputes and issues
- Manage payroll with 3<sup>rd</sup> party provider
- Manage and train accounting staff

### **Job Requirements Include:**

- Minimum 3-5 years of broad accounting/management experience
- Government contract accounting experience a plus, but not required
- Bachelor's degree
- Small company job experience
- Client services experience
- Strong Excel skills
- QuickBooks experience
- Ability to multi-task and meet deadlines
- Ability to work independently and take action when needed
- Great communications and interpersonal skills
- CPA a plus

**Company Profile:**

The McKelvey Group, Inc. (TMG) is a consulting firm in Gaithersburg, MD providing advisory and outsourced services for Federal contractors and commercial companies. TMG focuses on small to mid-sized businesses experiencing or planning for significant growth. TMG services include finance and accounting support, Government proposal development, business valuations, and customized training.