



Consultant, Accountant I

3/21/2019

Classification: Exempt – Professional; Administrative

The Accountant I (AI) is responsible for performing bookkeeping and administrative duties under the direction of the Account Manager on assigned TMG client accounts. He/she will support the Account Manager in maintaining the smooth operations of the client accounts. The AI will serve as the client's second point-of-contact in the absence of the Account Manager and may serve on 2-3 client accounts at a time. As such, the AI must be an effective communicator, dependable and have great time management and organizational skills. The AI will work at different locations at client sites within the DC Metro area. At the discretion of TMG management, the AI may have the opportunity to manage his/her own client accounts.

Job Duties Include:

- Support the Account Manager in maintaining the client's accounting operations
- Make Accounts Payables and Accounts Receivables entries
- Research billing issues
- Help the Account Manager prepare cash reconciliations and forecasts
- Assist in coordinating payroll with 3rd party provider
- Help prepare monthly, quarterly, and annual financial reports
- Proof, edit, and write reports, procedures, or summaries as necessary
- Communicate closely with- and provide updates to Account Manager(s) on assigned tasks
- Develop successful client account relationships, together with the Account Manager

Job Requirements Include:

- Bachelor's degree
- Small company job experience
- 1-2 years of broad accounting/support experience
- Strong communications skills and interpersonal skills
- QuickBooks experience
- Proficient Excel skills
- Strong attention to detail and accuracy
- Ability to multi-task and meet deadlines
- Ability to work independently and take action when needed
- Team oriented and flexibility
- Ability to take direction and the desire to learn and grow

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.