



## Consultant, Accountant II (AII)

10/5/2022

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 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.)

### **Responsibilities 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

### **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
- Deltek experience a plus
- CPA a plus
- **Hybrid work arrangement – 2 days per week required onsite at TMG office**
- **Must be a US Citizen / US Resident**

**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.