

L-3 Army Fleet Support is an Equal Opportunity Employer
We encourage minorities, women, protected veterans, and disabled individuals to apply.

L-3 Army Fleet Support
Fort Rucker, Alabama
JOB ANNOUNCEMENT
FOR INTERNAL & EXTERNAL APPLICANTS

Date: October 11, 2016

Position: Sr. General Accountant Requisition #084645

Location: Finance & Accounting, L-3 AFS, Fort Rucker, AL

Salary: Furnished to Qualified Applicants

Job Duties/
Responsibilities: See Attached Job Description
Qualified AFS employees will be given hiring consideration

Closing Date: October 16, 2016

To apply, go to www.armyfleetsupport.com, career section. L-3 AFS internal applicants must submit a completed form 208 signed by program manager.

Recruiting & Staffing

DISTRIBUTION:
Bulletin Boards

EOE/Minorities/Women/Veterans/Disabled

L-3 ARMY FLEET SUPPORT

JOB DESCRIPTION

Job Title: **Sr. General Accountant**

Job Number:

Grade:

Department: Finance & Accounting

FLSA Status: Exempt

Report to: Controller

Location: Bldg 903

Risk Level:

Schedule: 1st Shift

Revision Date: 10/02/12

BASIC FUNCTION SUMMARY

Maintains or oversees the maintenance of accounts and records in such areas as disbursements, expenses, payments and expense reports. Compiles, reconciles, and analyzes financial information to support the preparation of reports, make general ledger entries, and review and verify accuracy of journal entries and expense reports. Prepares vendor payments, updates records, and is familiar with a variety of employee travel practices, procedures and regulations. Handles highly confidential records and responds appropriately to employee's inquiries. Understands how the data impacts the income and balance sheet statements, cash flow statements and other accounting statements and reports. Assume project lead role in implementation/update of Deltek Time & Expense module. Champion the design/setup, testing and installation/modification of travel and travel related processes. Prepares balance sheet forecasts, regular and special-purpose reports, maintains historical records, analyzes balance sheet trends, prepares comparative evaluation of actual costs against budgeted funds, and determines rationale for variances between balance sheet costs and budget. Performs analyses to ensure that purchase orders and expense reports are within contract parameters and government cost control guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Gather information from various sources to be used in reporting.
- Present information obtained in a manner that is useful to the management as well as the Customer and various audit agencies.
- Assist in making recommendations that will allow the data presented to be more valuable to those that request it.
- Review and evaluate financial reports prepared for both management and customers.
- Use information gathered to create financial models that will allow management to evaluate processes.
- Recommend changes that will result in process improvements and cost savings.

QUALIFICATION STANDARDS

Knowledge: Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

Problem Solving: Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion: Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact: Effects of decisions are long lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison: Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Typical Experience & Education: 2- 4 Years, with related Bachelors degree.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Physical Demands/Work Environment:

This classification activity is usually accomplished in an office environment and as such requires a minimum of physical movements and postures associated with these activities. Typical physical demands or activities include standing, bending, stooping, pushing, kneeling, reaching and walking. May be required to lift objects whose weight normally will not exceed 25 pounds. Special vision abilities required to perform this job are close vision, peripheral vision, color vision, depth perception and the ability to adjust and focus.