



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
Telephone: 757-408-9811

GL ACCOUNTANT	
Approved Date: 2024	
Job Code: #####	FLSA : Non-Exempt

JOB SUMMARY: Under limited supervision, assists Accounting Manager with monthly entries, handles all accounts payable processing and file maintenance, records and reconciles assigned areas as necessary to facilitate accurate financial reporting. This position is also expected to apply accounting principles that include work this is analytical, creative, evaluative and advisory in nature and requires an understanding of accounting theory and practice.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Provide and oversee financial, administrative and clerical services and all phases of accounts payable processes in order to ensure effective, efficient and accurate records and timely payment. Includes 1099 maintenance and filing.

Organize and record recurring JEs, recurring AP, and revenue recognition entries

Reconciles assigned GL accounts and periodically review activity in assigned accounts. Prepares and posts, if necessary, adjusting journal entries.

Reconcile and report on Workers Compensation, NSF returns, Loans, Deposits, Leases and Intercompany accounts.

Backup for Deposits/Cash Receipts and Invoicing

Assist with payroll and provide backup support a deemed necessary

Coordinate tax filings, utilizing online filing sites when possible, and ensure timeliness of all tax payments as assigned.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of accounting principles, practices and applications.
- Knowledge of Accounts Payable process.
- Knowledge of Microsoft excel software.
- Skills to effectively operate a compute and navigate and utilize a variety of software applications.
- Skills in assessing and prioritizing multiple tasks, projects and demands.
- Skills to communicate effectively with other accounting and project staff and management.
- Skill in establishing and maintaining cooperative working relationships with other employees.

MINIMUM EDUCATION QUALIFICATION

An associate's degree in Accounting is required. Progressively responsible professional work-related experience, education, or training may be substituted on a year-for-year basis for college education.

MINIMUM EXPERIENCE QUALIFICATION

Four years of experience in a relevant field is required.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires persistent repetitive movement of the hands, wrists and fingers and the ability to sit for long periods of time. Must be able to lift approximately 25 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.