



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

ASSISTANT CONTROLLER	
Approved Date:	
Job Code:	FLSA : Exempt

JOB SUMMARY: Under limited supervision, assists Corporate Controller with monthly entries, reconciliations and processes to facilitate the accurate financial reporting by division and operating unit.

*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

Supervises, trains accounting staff, coordinates schedules and vacations based on organizational needs, and approves certain accounting entries. Advise on accounts payable, accounts receivable and payroll issues, assisting with research when needed.

Performs contracts in progress reporting and analysis for monthly financials. Understand different contract types and how to calculate revenue using percentage of completion and cost plus and level of effort accounting principles

State licensing and filing for all entities, ensure gross receipt tax, sales and use taxes are being paid timely and are properly reconciled. Perform research as necessary to ensure compliance with licensing and territory, state and local tax

Works with accounting staff in various locations to ensure proper GAAP accounting is used. Perform technical accounting research as directed by Controller. Lead for reporting, ensuring accuracy and adherence to deadlines.

Backup to Controller, able to prepare financial statements through preparation of monthly consolidated financial statements and stand-alone subsidiary financial statements.

Analysis and special projects as needed for any division or operating unit.

Oversee internal control over financial reporting including ensuring controls are properly designed and are operating effectively. Reconciles assigned accounts, maintain large spreadsheets, download data from accounting system into Excel and perform analysis of accounts, bank reconciliations and cash flow analysis. Maintain daily cash flow and reporting.

Document financial policies and procedures for Tikigaq Corporation and provide assistance to divisions and subsidiaries with documenting their financial policies and procedures.

Assists with external and internal audits, partnership accounting functions. Reviews 1099's and W-2/W-3 and ensures timely submission.

Calculates indirect rates monthly and prepare DCAA Incurred Cost Submissions, offers recommendations based on findings. Understand how changes in inputs and the underlying calculations affect organization.

Perform research related to Federal Acquisition Regulations and contract financial requirements.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS

- Knowledge of accounting principles, practices and applications.
- Knowledge of related federal, state and local laws, codes and regulations.
- Knowledge of Federal Acquisition Regulations
- Knowledge of the principles and practices of cost accounting and strategic planning.
- Knowledge of budget analysis techniques.
- Skill in effectively managing and leading staff, and delegating tasks and authority to meet deadlines.
- Skill in analyzing financial issues and making logical recommendations based on findings.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in analyzing and evaluating accounting and internal control methods and financial reports.
- Skill in establishing and maintaining cooperative working relationships with other employees.
- Skill in operating a personal computer utilizing a variety of software applications.
- Excellent Excel skills through pivot tables.

MINIMUM EDUCATION QUALIFICATION

A Bachelors Degree in Administration, Business or Finance.

MINIMUM EXPERIENCE QUALIFICATION

Four (4) years of accounting experience; Two (2) years of supervisory experience.

PREFERRED EXPERIENCE QUALIFICATION

Federal government contract accounting experience preferred. CPA or MBA preferred.

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. Must be able to lift approximately 20 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.