

Accountant

CPWR - The Center for Construction Research and Training (www.cpwr.com) is a non-profit 501(c)3 research, development and training organization in downtown Silver Spring, Maryland, conveniently located near Washington, DC, with accessible public transportation (Metro) and public parking. CPWR partners with key federal, industry, academic, and worker organizations nationwide to reduce occupational injuries, illnesses, and fatalities in the construction industry. We administer multiple federally funded grants and are seeking a degreed, self-starting, highly organized, hands-on accountant responsible for day to day tasks and fiscal administration and compliance of government grants and contract awards, including relationship with subcontractors.

Responsibilities include:

- Reconciliation of all G/L accounts including bank reconciliations, federal receivables and payables.
- Prepare monthly billings and follow up on outstanding receivables.
- Assist with monthly credit card reconciliations.
- Coding and entering of invoices.
- Tracking of all Subcontractor financial activity.
- Updating internal reports necessary for grants management.
- Assist in preparation of grant proposals.
- Prepare AP import files from Concur into Costpoint.
- Assist in preparation of annual audit: CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Documenting processes and procedures.
- Other duties as assigned.

Requirements:

Bachelors or Masters in Accounting

CPA or Public Accounting experience preferred.

Previous experience with CFR Part 200 federal audits is helpful.

Knowledge of Deltek Costpoint accounting software helpful, but not required.

Knowledge of Concur Invoice and Expense processing helpful, but not required.

Proficiency in Excel.

Independent problem solver.

Excellent verbal and written skills.

CPWR: The Center for Construction Research and Training does not sponsor applicants for work visas.

Compensation Package:

Salary is based on qualifications and prior experience.

Exceptional benefits package including:

- Employer paid health/dental/vision insurance for employee and all dependents.
- Employer paid defined benefit pension (vesting after 3 years).
- Paid vacation, sick leave, and holidays.
- 401K Plan with an Employer match.
- Relaxed work environment.

Equal Employment Opportunity.

To Apply:

Email resume and cover letter to jobpostings@cpwr.com. The cover letter must describe your experiences relevant to the job description outlined above and the expected salary range. CPWR will contact eligible candidates.