

Staff Accountant, Government Sector Consulting Firm**High Street Consulting Group, LLC**

www.highstreetconsulting.com

Send letter of interest and resume to careers@highstreetconsulting.com

High Street is a growing consulting firm that provides data-driven strategic decision-making support to public agency owners of America's transportation system. We are known nationally for cutting edge solutions that help our clients overcome complex policy and planning challenges. Our clients include federal, state, and local transportation agencies such as state departments of transportation and the Federal Highway Administration, among others.

Job Brief

We are looking for an experienced Staff Accountant to join our team. The Staff Accountant will report to the CFO and work as part of a tightknit, three-person accounting team that serves the firm's accounting needs. Responsibilities will include supporting invoice generation, processing accounts payable and receivable transactions, expense report review, and other accounting functions. The Staff Accountant's work is essential to maintain the financial integrity of High Street.

Responsibilities

- Prepare client invoices and review invoices for appropriate documentation prior to submission
- Record accounts payable, disbursements, and accounts receivable
- Perform or support bank, credit card, and other account reconciliations
- Prepare accounts payable and accounts receivable reports
- Support month-end closings
- Establish payroll tax accounts in new jurisdictions and maintain accounts in all company locations
- Review and approve staff expense reports; prepare expense reports on behalf of executives
- Support year-end activities such as tax filings, indirect cost rate audits, and 1099 dissemination
- Maintain files and documentation thoroughly and accurately in accordance with company policy and accounting practices
- Provide quality customer service to both internal and external customers
- Take initiative to resolve issues
- Respond to requests in a timely manner
- Perform ad hoc projects including analysis, reconciliations, and research as requested

Requirements

- Prior work experience in an accounting role; government contractor experience preferred
- Proven knowledge of accounting principles, practices, standards, laws, and regulations
- Proficiency in GAAP and related professional accounting standards and regulations
- Experience with accounting software, ERP systems, and databases required; Unanet preferred
- Ability to manipulate and analyze large data sets using advanced Excel skills required
- Demonstrated knowledge of project cost accounting and federal cost accounting principles including DCAA, FAR, and allowability of costs under government contracts preferred
- High attention to detail and accuracy required
- Strong time management and organizational skills
- Great interpersonal and verbal communication skills
- Permanent US work authorization

Educational Background and Experience Level

- Bachelor's degree preferably in accounting or a related field
- 3+ years of progressive accounting experience

Location

High Street operates in a virtual office environment. The position will be located either in a home office or co-working office space and will support staff across the U.S. High Street's accounting team is located on the east coast.

Compensation and Benefits

\$55,000 to \$65,000 anticipated salary depending on experience. High Street provides a competitive compensation and benefits package including base salary, performance-based bonus, home office allowance or paid co-working space rent, health care reimbursement, paid leave, paid parental leave, and 401k program.

About High Street

We are a growing 30-person team of creative and hardworking planning, analytics, and digital application development professionals dedicated to delivering outstanding solutions for our clients. We help transportation practitioners understand and respond to emerging issues using a combination of qualitative and quantitative solutions. High Street is committed to work-life balance and respects our team members' time and priorities outside work.

High Street is an equal opportunity employer.