

Company Name: Agviq LLC		PA No:	Project No:
Recruitment Opening Date:	Recruitment Closing Date: Until Filled	Approx. Job Start Date: ASAP	Job Location: Virginia
Job Title: Project Business Accounting Analyst		Salary/Way Rate: \$25.36 / HR or \$DOE	
No. Positions Required: 1	No. People Required: 1	Rotation: N/A	
Approx. Job Duration: Indefinite		Employment Status: Regular F/T Non-Exempt	
<p>Summary: This position will provide administrative and accounting support to construction and environmental projects.</p> <p>Essential Duties: The candidate will establish, maintain and report actual costs and budget variances, providing monthly reports per client specifications. Candidate will enter and maintain project budgets in accounting system, audit weekly posting of charges to project budgets, and prepare Excel reports for project managers. Candidate will prepare client invoices and assist with accounts receivable and credit collections. Candidate may assist with budget preparation, cost projections, and additional financial reporting as needed.</p> <p>Experience Needed: Requires 4 years experience in federal construction/environmental project administration, or equivalent work experience in budget/cost reporting. Position requires proficiency with Microsoft Word, Excel and Microsoft Office; advanced Excel is preferred. Knowledge of Penta or Oracle based accounting system preferred. Candidate must possess strong communication skills, flexibility with work assignments, and a positive attitude. Position requires background check and pre-employment drug screening.</p> <p>Qualifications Required Education/Certification/Licenses: Requires 4 year degree with accounting, math or business emphasis. Also requires valid driver's license and ability to acquire security clearance.</p> <p>Physical Requirements: Sedentary and light duty type work which requires sitting, lifting, walking, etc., with ability to lift 35 lbs. May require the ability to travel,</p> <p>Disclaimer: The above description covers the principal duties and responsibilities of the job. This description should not be construed as a complete listing of all duties that may be required by Tikigaq Corporation or its subsidiaries.</p>			
Immediate Supervisor: Diana Kerr		Title: Project Accounting/Controls Supervisor	
Submit Resume To: Diana Kerr		Title:	
Phone: 814-592-0479	Email: dkerr@tikigaq.com	Fax:	
<p>Tikigaq Corporation is an Equal Employment Opportunity employer. In furtherance of the purpose of the Alaska Native Claims Settlement Act 43 U.S.C. Sec. 1601 et seq. and consistent with the Indian Self-Determination and Education Assistance Act 25 U.S.C. Sec. 450 et. seq. and federal contractual requirements, Tikigaq may legally grant certain preferences in employment opportunities to Tikigaq Shareholders, Alaska Natives, Alaska Residents, American Indians, and Veterans.</p>			