

Senior Bookkeeper

Job Description: Senseeker Engineering is looking for a Senior Bookkeeper to work closely with the Director of Finance and the business team. We are looking for someone who takes pride and finds joy in supporting a growing team through consistency, accuracy, and meticulous execution. The candidate should be well-versed in general ledger accounting as well as job cost ledger accounting within an engineering or manufacturing organization.

Work Experience: Mid-to-senior level with at least 10 years of experience in QuickBooks or enterprise-grade accounting systems like JAMIS Prime, Acumatica, Deltek Costpoint, or MS Dynamics.

Required Education: Associate Degree in Accounting or more

Preferred Certifications: Certified Professional Bookkeeping License

Job Responsibilities

- Perform daily transactions including customer invoicing and vendor payments
- Prepare bi-weekly labor processing and payroll input procedures
- Execute monthly closing exercises including account reconciliations and journal entry preparation
- Assist in the annual preparation for external audits and income tax filing
- Participate in special projects to improve accounting practices for inventory and fixed assets

Required Attributes:

- US Person status **required**, pursuant to the terms of government contracts with Senseeker*
- Exposure to billing clients on a Cost Plus, Time & Material, and / or Fixed Price basis
- Comfortable performing timekeeping and payroll support functions in concert with a Professional Employment Organization (e.g. ADP)

Desired Attributes:

- Thrives in a back-office function and is meticulous with respect to ensuring all account balances are accurate, reconciliation processes are complete, and closing procedures are performed on a timely basis
- Eager to apply current skills set to a high-tech environment using new accounting applications
- Experience with bookkeeping for GAAP-compliant accounting systems
- Receptive to learning accounting policies and procedures in accordance with Defense Cost Accounting Standards (CAS)

Job Type and Location: Full-time, flexible schedule options. Hybrid location OK with partial onsite required weekly and as necessary to perform duties.

Benefits: Competitive compensation, flexible schedule, relaxed working environment, located in a great beachside community.

Submit your resume at www.senseeker.com or email it to careers@senseeker.com

*This position requires work on projects which are protected under US ITAR laws, consequently, *only US Persons will be considered for this position by law*. For this purpose, the term "US person" means an individual who is a citizen of the United States, a lawful permanent resident alien of the US (e.g., a "Green Card" holder), a refugee, or someone in the US as a protected political asylee, or under amnesty.

Senseeker Engineering Inc. is an equal opportunity employer and considers qualified applications for employment without regard to sexual orientation, gender identity, gender expression, race, color, sex, creed, religion, national origin, age, disability, veteran status, or any other protected class.