



Senior Accountant – Data Services

Position Overview:

This position will be the Accounting and Finance lead in Hunt Valley, Maryland to support the Accounting, Financial Planning & Analysis and Project Management needs of the Data Services division of Firma Clinical Research. The position will also support the Operational Data Services lead. Responsibilities include general accounting and month-end close, monthly work with project managers, and liaison with the company's third-party accountant in Taiwan.

Primary Responsibilities and Essential Functions:

To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

1. Accounting/Monthly Close
 - Account and Bank Reconciliations
 - Fixed Asset Maintenance
 - Intercompany Reconciliation
 - Accounting workpaper reviews for high volume accounts (Internet, Travel, etc.)
 - Vendor Open Invoice Reconciliations
 - Journal Entries
 - Balance Sheet Account Reconciliation
 - Accounts Payable Coding
 - Weekly Payable run for approved bills
 - Financial metric preparation and analysis
 - Accounts Receivable past due collections
 - Accounts Receivable invoice generation and delivery
2. Project Management
 - Work with project managers to understand and quantify work performed each month in accordance with proper revenue recognition guidelines
 - Review timing of revenue recognition based on unit trackers
 - Generate invoices to customers based on actual work or milestones depending on the contract
 - Follow up with sponsors on any billing questions
 - Monitor project contract amounts vs. actual for active projects – Job costing, budget to actual reconciliation
 - Create unit trackers for new projects
 - Project margin/cost analysis
 - Time tracker reporting
3. Intercompany Collaboration
 - Work with Business Development to keep up to date on new proposals
 - Work with project managers on project analysis to assist in executing change orders to existing contracts.
 - Work with Human Resources on new employee integration



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- Prepare and meet with department leaders to review budgeted vs. actual results monthly
 - Ensure all contracts and change orders have been uploaded to and filed in ContractSafe
 - Track RFP's in Salesforce
 - Taiwan Office
 - Monthly Invoicing
 - Time Tracking
 - Intercompany Reconciliation
 - Review Monthly Financials

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications Including Education, Experience, and Skills:

Required:

- Bachelor's Degree in accounting or related field or equivalent experience (administrative or support role requiring high proficiency) defined as a minimum of 6 years related, combined experience in employment, education, knowledge, and skills that will enable the incumbent to perform the tasks of the role proficiently.
- A minimum of 5 years accounting experience required.
- Advanced knowledge in Microsoft Office Excel is required.
- Strong Presentation skills are required.
- Able to work independently in a rapidly changing environment while effectively addressing and managing significant competing priorities and duties.

Recommended:

- Familiarity with financial statement audits.
- Job and Margin Analysis is preferred.
- Variance and Trend Analysis experience.
- Budgeting experience.
- Understanding of Financial Metrics.
- Intercompany Consolidations understanding.

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