



## Finance Manager

Are you looking to be part of a growing organization? Are you looking for a place to turn your ideas into solutions? Well look no further at MetroStar Systems Inc., a Microsoft Gold Certified Partner, we have what you are looking for. MetroStar offers a fast paced, friendly environment with incredible growth potential. We also offer the ability to work with cutting edge Microsoft technology, personalized career development plans and the opportunity to become the next Metro - "STAR".

### Job Description:

The ideal candidate will work with MetroStar's Finance Department to assist with all accounting and financial procedures in the Accounts Payable (A/P), Accounts Receivable (A/R), Payroll and Credit Card department in accordance with the generally accepted accounting principles (GAAP). The candidate is required to have a strong knowledge of Quickbooks 2010 Premier Professional Services Edition, Microsoft Excel and Outlook. The candidate is also required to have a sound knowledge in technology and be eager to learn and utilize new technology and tools to aide in managing all accounting and financial procedures seamlessly.

### Responsibilities:

- Enter expenses with correct bill codes into Quickbooks on a daily basis
- Analyze, review and file all payable invoices in an efficient manner
- Maintain and prepare A/P reports to analyze expenses and make recommendations if needed
- Monitor project budgets and report any discrepancies to ensure expenditure control
- Review and prepare payroll on a bi-weekly basis
- Review payroll liabilities and report/adjust discrepancies if needed with related IRS and State Agencies.
- Make journal entries and adjustments when required.
- Create and distribute Invoices to Customers on a timely manner
- Use DFAS WAWF (Wide Area Work Flow) to submit invoices for government contracts
- Analyze and review all billable ODCs (Other Direct Cost) for government contracts and provide reports in accordance with government and company policies
- Analyze and review all payable per diems to ensure it meets the government and company policies and procedures
- Maintain and reconcile multiple banks statements and credit card accounts on a monthly basis.
- Analyze and review expense reimbursements related to employee travel and other employee expenses
- Monitor and review accounting and related system reports for accuracy and completeness.
- Interact with internal and external auditors in completing audits
- Establish, maintain and coordinate the implementation of accounting control procedures and policies
- Create custom, department specific financial reports to monitor and control budgets and expenses

Please send your resumes to:

Email: [HR@MetroStarSystems.com](mailto:HR@MetroStarSystems.com) | Phone: 703.481.9581 | Fax: 703.481.9511



## Finance Manager (continued...)

- Recommend, develop and maintain efficient reporting and analyzing systems for the company's finance department in order to increase productivity and growth.

### Required Skills:

- Bachelor's or higher degree in Accounting or Finance
- Experience with 941 tax forms
- Experience with payroll tax functions
- Government contracting experience
- Strong understanding of accounting theory
- Highly detail oriented and organized in work
- Ability to meet assigned deadlines
- Excellent communication and interpersonal skills with a customer service focus

### Company Benefits:

- Paid Time Off
- Training Allowance
- Medical/Dental/Life Insurance
- 401(k) Plan

### About MetroStar Systems, Inc.

For the past ten years, IT service and innovation provider, MetroStar Systems, Inc., has transformed from a small start-up into one of America's Fastest Growing Companies (2008 & 2009), as ranked by Inc. Magazine. This vast and diverse experience allows MetroStar to provide its clients with agile, collaborative solutions designed to integrate people, processes, technology, and learning across an organization and geographic boundaries through six major service groups: Portal Strategy and Integration, Enterprise Infrastructure Support, Business Intelligence, New Media Technology, Training & Education, and Custom Development.

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