



Accounting Specialist

Leesburg, VA

Who we are:

Altagrove delivers smart and innovative technology solutions that create competitive advantages for our customers and their missions. Our focus areas include Space, Connectivity, Cyber, Cloud, Analytics, and Research & Development. As we continue to grow, Altagrove is actively recruiting for an Accounting Specialist to join our energetic and entrepreneurial team. A successful candidate will bring accounting expertise and a passion for learning and implementing new ideas in a start-up environment.

Follow us at - <https://www.linkedin.com/company/altagrove>

What you will do:

- Support daily accounting functions, including accounts payable, accounts receivable, payroll, and general ledger entries.
- Assist with month-end close by preparing account reconciliations and ensuring accuracy of financial records.
- Help maintain fixed asset schedules and support preparation of tax-related documentation.
- Assist with preparation of financial reports for internal stakeholders.
- Provide support for contract accounting (CPFF, FFP, and T&M contracts).
- Help maintain compliance with FAR, DCAA, and other federal contract requirements.
- Collaborate with external partners and CPAs on financial reviews and audits.
- Support internal controls and accounting best practices to safeguard financial data.
- Participate in special projects, process improvements, and ad-hoc analysis as needed.

What you will bring:

- Bachelor's degree in Accounting, Finance, or related field (or equivalent experience).
- 3-5 years of accounting experience; government contracting experience preferred.
- Experience with Deltek Costpoint for project accounting, job cost tracking, and financial reporting.
- Proficiency in QuickBooks for general ledger management, reconciliations, and monthly close processes.
- Familiarity with Concur expense management software (preferred) for travel and expense report processing.
- Strong Microsoft Excel skills.
- Knowledge of GAAP; experience with FAR/DCAA compliance a plus.
- Ability to prioritize tasks, meet deadlines, and work in a fast-paced environment.
- Detail-oriented, self-motivated, and eager to learn.
- U.S. Citizenship required (ability to obtain DoD clearance preferred).
- Exceptional attention to detail.
- Ability to obtain a DoD security clearance.
- U.S. Citizenship required.



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What we offer:

At Altagrove, we believe our employees are our most valuable asset, and we treat benefits as an important part of an employment relationship. The Altagrove benefits package includes:

- 10 Paid Holidays.
- Paid Vacation/PTO.
- Medical/Dental/Vision coverage.
- Life Insurance and Disability coverage.
- Annual Bonus Plan.