



Position: Full Charge Bookkeeper

MOCA Systems is a rapidly growing, nationally recognized **Project and Construction Management** firm that provides owners with **Project Controls** service (cost estimating, scheduling, and claims / changes analysis) and a differentiated approach to managing their construction projects throughout programming, design and construction.

We are actively seeking a Full Charge Bookkeeper for full time employment in Watertown, MA. Interested candidates should have 6-8 years experience and education combined in accounting or a related field. Must be authorized to work in the United States on a full-time basis for any employer.

Qualities and experience you will have if you are a great candidate

- Bachelor's degree in Accounting or related field plus 2+ years experience or Associates degree in accounting or related field and 5+ years related experience **required**
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Must have the ability to execute multiple tasks and adhere to strict deadlines in a fast-paced, changing environment;
- Organizing own work, setting priorities and meeting critical deadlines; and
- General Ledger Accounting
- Bank Reconciliation
- Monthly, Quarterly and Year end close
- MS Office and QuickBooks proficient and very computer literate, experience with accounting and financial software a plus.
- Auditing practices and principles
- Bookkeeping or accounting experience with A/E firm preferred
- DAR, FAR and DCAA experience a plus

Are you able to perform the typical duties and responsibilities this job requires?

- Verify, classify and record payables and receivables
- Responsible for all accounting records
- Handle monthly closing journal entries and reconciliations
- Complete preliminary monthly financial reports
- Check the accuracy of data on accounts, post/update transactions as needed.
- Analyzing accounting documents for accuracy
- Resolve accounting discrepancies.
- Assist in preparing financial statements, tax returns, and budgets
- Monthly/year end reconciliation
- Assists with the fiscal year-end and fixed asset accounting.
- Calculate and prepare reimbursement billings and tracks receivables; reconcile monthly accounts receivable.
- Maintain accounting records for special accounts and projects;
- Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction.