**POSITION DESCRIPTION**

**Gemini Industries Inc.** provides technical, management and operations support services to the US Government (USG) and National Security projects. We provide rapid response to the critical needs of our customers and those they serve. We perform analyses and develop operations plans to anticipate and prepare for the future. And we deliver advanced technology to improve our customer’s success in executing its mission.

**Position**: Accounting Specialist

**Location:** Alexandria, VA

**Clearance Required:** Active TS/SCI

**Education/Experience:** Bachelor’s degree with a major in business or equivalent (i.e., accounting or business administration)

**Background:**

Gemini is seeking an innovative, results-oriented individual with the creativity, initiative, and intelligence to overcome any challenge and succeed. The ideal candidate thrives in a culture that is anticipatory, agile, and schedule-driven with a sense of urgency and a drive to succeed. Our culture involves:

* + The best and brightest personnel
	+ Work at a high operations tempo
	+ Integrated teams delivering rapid solutions
	+ An attitude that balances *I can make it better* with *As long as we succeed*

**Responsibilities:**

* + Reconcile account transactions for all FY## thru FY## Military Interdepartmental Purchase Requests (MIPRs) and commercial contracts to enable the unit to de-obligate excess funding.
	+ Mentor Unit Budget Analysts (BAs) in monitoring and reconciling current year obligations and expenditure rates.
	+ Coordinate with programming in capturing the FY## to FY## obligations based upon capability for their Baseline Review to further bridge the gap on how the Unit executes its requirements.
	+ Assist in the development of FY spend plans so requirements can be mapped to appropriate capability for implementation in the Unit’s Financial Database.
	+ Assist Budget Officer in creation of one-to-end list based on Mission Category and priority of remaining requirements for FY.
	+ Establish initial higher headquarters-driven requirements through the FY Unit requirements database which allows for the development of a Quad Chart that captures financial, funding document, justification and impact if not funded. The database creates a link between requirements owner, directorates and higher headquarters Resource Manager across the entire enterprise. Conduct further development of the database to capture all requirements based on mission categories, priority, Unfinanced Requirements (UFR) and capability.
	+ Receive, review and staff UFR’s to appropriate Subject Matter Experts for validation and submission to higher headquarters to enable increased funding for the unit.

**Qualifications:**

* + Minimum of five (5) years’ experience as an Accounting Specialist
	+ Possess the knowledge of how accounting entries impact various unique multi-layered legacy systems in a classified environment
	+ Experience analyzing, preparing and producing queries and reports to display accurate accounting information
	+ Experience processing accounting transactions and provide
	+ Experience performing research and query problem analysis
	+ Experience with reimbursement MIPRs, research and reconciliation of NSFOP, research of NULO/ULO, processing of cost transfers, and creating APCs, all utilizing legacy accounting systems

**We seek:**

* + Highly-motivated self-starters.
	+ Resourceful individuals with extraordinary intellectual capability and the ability to rapidly learn and apply new concepts.
	+ Individuals who have a “let me try” attitude and are resilient, present an opinion/position, justify it, and then accept whatever decision is made and charge forward.
	+ Individuals who view criticism as an opportunity to improve (let me try again).
	+ Individuals who think and create, enhancing the company with a steady flow of fresh ideas, perspective, and energy.

**Travel:** Infrequent and primarily local.

**Direct inquiries and submit resumes to:**

Evelyn Ashey

Sr. Corporate Recruiter

Gemini Industries Inc.
200 Wheeler Road, North Tower
Burlington, MA. 01803
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FAX: (781) 203-0098
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**Gemini Industries Inc. is proud to be an Equal Opportunity / Affirmative Action Employer.  We are committed to abiding by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability and any other basis protected by applicable law.**