

## Company Overview

Virginia Transport, LLC is a Small Business Administration certified HUBZone freight and fuel broker working as a prime contractor to the U.S. Government Department of Defense, Department of Homeland Security, Department of Energy, and more. We also provide subcontractor support to prime contractors such as Raytheon Technologies, Northrop Grumman, and General Dynamics, across industries. We are responsible for the integration of all logistics support functions including planning, risk, rigging, transportation, warehousing, crating, and more.

## Position Overview

This role will be responsible for recording daily financial transactions, updating the company's general ledger, and preparing trial balances for perusal by senior members of the accounting team. Our ideal candidate is detail and process oriented, with the ability to monitor cash flow and produce financial reports to assist managers in making strategic decisions. The Bookkeeper will assist our accounting team through the stages of the accounting cycle, including up to and including new transactions, journal entries, posting, trial balances, worksheets, journal entry adjustments, financial statements, and closing the books. Please note this is a **part-time** position that will require the candidate to be present in the office 3 days a week.

## Main Tasks, Duties, and Responsibilities

- Collaborate with accountants and operations staff to ensure continuity of the day-to-day accounting tasks for clients and suppliers.
- Provide accounting and operational service to our client and supplier base.
- Assist the senior accountants with refining and executing month-end close process for our clients and vendors to produce complete, timely, and accurate financial statements.
- Provide commentary on monthly financial performance and prepare reporting packages for management review.
- Analyze budgets to actuals performance and identify key drivers of account variances.
- Aid in the development and maintenance of basic cash flow models and other financial forecasts.
- Support the completion of other financial activities such as running payroll and generating invoices.
- Participate in and/or lead functional projects as needed.

## Requirements

- High school diploma or GED equivalent required. B.A. or B.S. in business administration, finance, accounting, or related field preferred. Candidates with a degree in progress will be considered.
- Prior experience in bookkeeping, finance, or accounting services preferred.
- Proficient in Microsoft Office, including Outlook and Excel. QuickBooks experience a plus.
- General understanding of industry benchmarks and accounting best practices.
- Strong attention to detail as well as prioritization and multi-tasking skills.
- Strong technology skills and the ability to learn new systems quickly.
- Ability to work autonomously with limited oversight.
- Professionalism and commitment to exceptional communication and client service.

- Additional language (e.g., Spanish) a plus.

### **Benefits**

- Hourly pay commensurate with experience.
- Gallery-style office with dedicated workspace.
- Casual dress and atmosphere.
- Laptop and other necessary technology provided.

### **How To Apply**

Please send an updated resume in Word or PDF format via email to [vt@viriniatransport.net](mailto:vt@viriniatransport.net). Please include the title of the role you are applying for in the subject line of the email.

### **COVID-19 Policy**

Currently, Virginia Transport does not offer remote or hybrid work options. Work is performed onsite. Prospective employees must have received the completed COVID-19 vaccination by date of hire to be considered. Proof of vaccination required. Legally recognized exemptions regarding vaccination status will be considered.

### **EEO**

Virginia Transport is an Equal Opportunity employer committed to a diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other status or characteristic protected by applicable federal, state, or local law.

### **Work Authorization**

As a federal contractor, Virginia Transport participates in the E-Verify program. Upon hire, new employees will be required to complete an I-9 / Employment Eligibility Verification attesting to the fact that they are authorized to work in the U.S. Please note We are unable to sponsor or take over sponsorship of an employment visa at this time.