

**Long Wave Inc. Position Description**

**Position Title:**  Accountant I

**Department/Location:** Accounting/Oklahoma City, OK 73104

**Supervisor:**

**Status:** Regular/Full-Time

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**Primary Function:**

The primary function of the job will be both arranging domestic and international travel on behalf of employees as well as properly job costing the associated expenses. The ideal candidate will be able to understand the difference between direct and indirect costs, learn project costing, be able to adhere to travel restrictions as imposed by the government, and ensure compliance to all regulations. An ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position.

**Essential Responsibilities:**

1. Coordinate domestic and international travel arrangements for employees
2. Ability to interact with employees and clients daily and troubleshoot travel delays in real time.
3. Ensure proper general ledger and project accounts are applied to all expenses
4. Compile expense reports in a manner consistent with corporate policy
5. Ensure compliance with General Accepted Accounting Principals, Federal Acquisition Regulation, Cost Accounting Standards, and Joint Travel Regulations as applicable.
6. Order and oversee office supply inventories
7. Oversee and maintain various employer accounts to include but not be limited to, rental car program, travel agency, corporate phone provider, etc.
8. Make recommendations for process improvements
9. Perform other duties as assigned.

**Work Conditions:**

Employee will be working mostly within an office environment. Work will be primarily in person with the potential for some hybrid work from home and office.

**Job Requirements:**

*Minimum Requirements:*

* Requires a High School Diploma or equivalent and a minimum of 4 years of prior relevant experience or a Bachelors Degree.
* Proficient in Microsoft Office to include Outlook, Word, Project and Excel and other database management software.

Preferred Additional Skills:

* Reliable
* Integrity and ability to maintain confidentiality of sensitive information
* Proven ability to collaborate with internal and external customers
* Experience coordinating travel itineraries
* Ability to work autonomously
* Knowledge/experience in Concur Travel and Expense database
* Ability to communicate on matters involving complex assignments, solving problems, and initiating process improvement

Please be aware many of our positions require the ability to obtain a security clearance. Security clearances may only be granted to U.S. citizens. In addition, applicants who accept a conditional offer of employment may be subject to government security investigation(s) and must meet eligibility requirements for access to classified information.