



Please submit your resume, cover letter, references and a signed [OLEDWorks application agreement](#) to careers@oledworks.com for consideration of employment.

Position Title: Government Contracts & Payroll Administrator

Department: Finance

Division: Administration

Reports To: Sr. Director, Finance & Administration

FLSA Status: Exempt

About Us:

OLEDWorks' mission is to empower our customers to make unique products with the world's most advanced, best performing and highest quality multi-stack OLED technology.

OLEDWorks' vision is to bring the unique beauty, unmatched performance and earth-friendly sustainability of OLED technology into products that change the way people light spaces, display images and communicate information.

Creating world-class, cost-effective solutions requires an entirely new approach that breaks from traditional OLED manufacturing paradigms. With production in Aachen, Germany and in Rochester, New York, OLEDWorks boasts two innovative and complementary manufacturing platforms that deliver affordable OLED solid state lighting panels. OLEDWorks is uniquely positioned to offer volume production while expanding product portfolio to enhance design inspiration.

With a focus on performance excellence, flexibility and responsiveness, OLEDWorks enables our customers to adapt quickly to market demands. OLEDWorks is singularly positioned to deliver OLED lighting engines to our integration partners – the creative collaborators in the luminaire, design, architecture and adjacent markets.

Our team is comprised of global OLED pioneers and manufacturing experts. As key inventors, innovators, and implementers for the processes and equipment that manufactured the world's first active matrix OLED display and the highest brightness light panel, OLEDWorks has significant OLED production experience and unique insight into manufacturing strategies specifically tailored to lighting.

Job Summary: The Government Contracts & Payroll Administrator is responsible for providing program finance support, contracts administration, and subcontracts administration for OLEDWorks' U.S. Government Programs, as well as payroll administration for all U.S. employees. Additionally, this role will provide accounting support to the Accountant & Office Administrator during a training and ERP system implementation period and prior to the expected increased time spent on government contract administration.

Essential Functions:

Government Contract Administration

Contracts/Subcontracts Administration

- Manages and administers all government awards and projects. Includes effectively managing prime and monitoring sub-contracts.
- Coordinates with agencies/higher tier contractors/subcontractors as necessary. Includes follow-up with the specific cognizant government agency.
- Downloads award/modification documents from customer website(s) as necessary
- Communicates updated indirect rate agreements/upcoming indirect rate adjustments invoices to customer(s)
- Maintains login credentials needed for various customer's website access
- Prepares and maintains contract briefs, including a master schedule of contracts
- Identifies and mitigates areas of compliance risk
- Manages and supports all aspects of DCAA Audits, including ensuring all compliance requirements are met
- Reviews all company processes in the areas of accounting, estimating, purchasing, etc. to ensure compliance with government reporting requirements. This includes proper tagging, labeling, and tracking of government property and materials management.
- Administers process for submitting claims, REAs, and termination settlement proposals
- Prepares close-out reporting at the end of each government project
- Works on various special projects as assigned by the Sr. Director of Finance
- Other duties as assigned. Responsibilities and duties may change at any time due to the needs of the organization with or without notice.

Program Finance

- Supports the preparation of monthly invoices in accordance with contract instructions
- Prepares monthly/quarterly financial reporting as required by contract terms, including EAC/ETC preparation
- Prepares annual provisional rates and monitors actual rates to provisional rates
- Monitors actual contract costs to budgeted contract costs
- Conducts cost impact and general dollar magnitude modeling as needed
- Aids in the development of cost structures, volume modeling, and cost proposal
- Prepares, organizes, and analyzes incurred cost submissions and forward pricing rate agreements.
- Provides overall support with finance and accounting related tasks including modeling, analysis, and reporting to the CEO and Sr Finance Director

Payroll Administration

- Manages electronic timekeeping system and ensures timesheets are approved and accurate. Contacts supervisors as needed to stay on payroll schedule.
- Calculates commissions/bonuses. Provides eligible employees with commission reports.
- Reviews and records hours worked, wage amounts, and other payroll data into payroll software bi-weekly. Prepares and processes payroll according to the payroll schedule.
- Ensures employee payroll records are maintained
- Generates, reviews, and retains payroll related reports
- Collaborates with Accountant to provide payroll related data to record in QuickBooks
- Coordinates with HR to ensure correct employee data
- Tracks employee absences and ensures accuracy of accrual balances
- Researches and responds to any errors in payroll and makes corrections or adjustments
- Answers employee payroll related questions in a timely and courteous manner

Accounting Clerk Support (Temporary)

Accounts Payable

- Reviews invoices and matches with required documentation and researches discrepancies and makes corrections. Enters invoices into QuickBooks. Assists with generating purchase orders and monitoring for requests. Sets up new vendor files in QuickBooks. Corresponds directly with vendors to gather documentation. Assists with debit card transactions.

Accounts Receivable

- Assists with new customer pre-payment process, monitors incoming payment notices, communicates internally when product can ship, and processes payment in QuickBooks. Provides paperwork to coordinate with shipping process. Sets up new customer files, and corresponds internally to gather information.

General Accounting Duties

- Scans and files all documentation in a timely fashion. Runs various reports weekly, bi-weekly and/or monthly and assists with necessary steps to reconcile. Assists with completing credit applications. Contributes to the successful implementation of the ERP system via data entry, gathering information, generating reports, and assisting with overall accounting related set-up and testing.

Education & Experience:

Associate's degree in accounting, finance, or a related field and 1-2 years of experience with QuickBooks and payroll software preferred, or a combination of a High School Diploma and 3-5 years of accounting and payroll experience required. 3-5 years of experience in US Government contracting required.

Competencies & Skills:

- Familiarity with and willingness to learn Federal Acquisition Regulation (FAR), OMB Circular & Cost Accounting Standards (CAS) Compliance
- Ability to read, interpret and understand government contracts
- Solid understanding of US Government procurement procedures and protocols
- Working knowledge of indirect cost structure development & analysis
- Skilled in cost accounting to develop cost volume and proposals
- Strong proficiency in accounting software. QuickBooks preferred.
- Proficiency with payroll software. Bene-Care's iSolved system preferred.
- Working knowledge in Excel and Outlook, as well as other Microsoft products
- Working knowledge of accounting processes and terminology
- Working knowledge and experience with Accounts Payable and Accounts Receivable
- Working knowledge of relevant legal regulations in payroll and accounting
- Strong skills in mathematics
- Analytical thought and problem-solving skills
- Detail oriented and quality focused
- Communication proficiency, both written and verbal
- Independent drive for results
- Technical capacity
- Ability to multitask based on prioritization and time sensitivity
- Customer/client focus (both internal and external)
- Adaptability through periods of change and growth
- Ethical conduct, integrity, and trust

Physical Demands & Work Environment:

This position primarily operates within a professional office environment. An individual working in this role routinely sits at a desk and uses office equipment such as a computer, phone, photocopiers/scanners, and other peripherals. This position may require light lifting to move files and/or boxes of documents. Travel is not required.

OLEDWorks is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.