

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

Position: Financial Government Compliance Analyst

Department: Finance

Reports To: Sr. Director, Finance & Administration

Profile:

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. Creating world-class, cost-effective solutions requires an entirely new approach that breaks from traditional OLED manufacturing paradigms. With production in Germany and in the USA, 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.

Position Purpose

This position is responsible for incorporating a broad scope of government contracting requirements into the business process and completing related financial accounting responsibilities.

Essential Functions

- Ensures the business process for capturing, recording and summarizing financial/cost transactions comply with Federal Acquisition Regulations (FAR), Cost Accounting Standards (CAS), and other applicable regulations as necessary
- Supports annual audit processes
- Oversees the preparation, submission and negotiation of Forward Pricing Rate Agreements and the annual incurred cost submission to ensure compliance with all applicable regulations (FAR, CAS, etc.)
- Monitors direct rates, indirect rates, and factors for changes that would require supplemental disclosure and negotiation of new rates with appropriate government agencies
- Prepares all invoicing and financial reporting as required by contract terms. Completes all related financial accounting responsibilities, modeling, and analysis.
- Acts as the primary finance contact point with government organizations, such as the Department of Energy, Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), and prime contractors for all proposals, forward rates, disclosure statements, and other inquiries
- Works on various special projects as assigned by the Sr. Director of Finance

Knowledge/Skills/Abilities

- Proficient knowledge and experience with accounting processes and terminology
- Strong proficiency in accounting software

- Skilled in cost accounting to develop cost volume and proposals
- Proficiency with Excel and working knowledge in Outlook as well as other Microsoft products
- Ability to read, interpret and understand government contracts
- Solid understanding or ability to learn US Government procurement procedures and protocols
- Technical knowledge of government contract accounting regulations preferred but not required (e.g. FAR, DFAR, CAS). Willingness to learn required.
- DOE/DOD contract experience and knowledge of DCAA compliance requirements a plus.
- Excellent analytical skills and understanding of the business environment
- Detail oriented and quality focused
- Sound project management, interpersonal and written/oral communication skills
- Ability to work across the organization and business segments, and exhibits a service-oriented mentality
- Effectively makes recommendations and influences decision making
- Independent drive for results
- Customer/client focus (both internal and external)
- Adaptability through periods of change and growth
- Ethical conduct, integrity, and trust

Education & Experience

- Bachelor's degree in Accounting or Finance. 1-3 years of experience in US Government Contract Compliance and Accounting a plus.

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.