

## **Business and Finance Operations Assistant**

### **About Scientific, Inc.**

Scientific, Inc. is a VA-Certified, Veteran-Owned, Small Business headquartered in Huntsville, AL specializing in nuclear and space radiation effects system survivability, analysis, verification, and testing. Scientific provides full-service science and engineering solutions to complex problems facing national defense and aerospace programs supporting both government and prime contractors.

### **Job Description:**

Scientific is seeking an entry level Business and Finance Operations Assistant to join our growing business. The ideal candidate must be an ethical, respectful, results-oriented, self-motivated individual capable of working in team and individual environments with a commitment to learning new skills and responsibilities to build a foundation for potential future growth and advancement opportunities in critical areas of Scientific business operations. This position will provide direct support to Accounting and Contracts reporting directly to respective department management. Responsibilities will include but are not limited to assisting in contracting/subcontracting preparation, reviews, and submissions, proposal submittals, preparation of deliverable(s), materials/service acquisitions, travel requisitions/accounting, accounting functions, accounting/timekeeping system operations, and other corporate level responsibilities as required. The preferred candidate will have basic knowledge in areas of accounting, contracts, and Deltek Costpoint accounting system.

### **Education Requirements:**

Applicants should possess a business or accounting degree or equivalent from an accredited university/college/school, with work experience a plus. Scientific will consider applicants whose equivalent work experience/expertise is determined sufficient for the position.

### **Basic Qualifications (Preferred Skills or Experience):**

Professional, courteous demeanor necessary to welcome customers/visitors into the facility.

Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook email and calendar functions, etc.)

Knowledge of or experience with basic accounting functions, i.e., accounts payable, accounts receivable, financial reconciliations, etc.

Experience with Deltek Costpoint accounting system is a plus.

**Primary Job Location:** Huntsville, AL

**Job Posting:** 07/26/2021

**Position Type:** Full-Time.

**Security Requirements:** Candidate must be a U.S. Citizen having background qualifications to obtain and maintain a final DoD Security Clearance.

**Closing Date:** 9/26/2021

Scientific is an Equal Opportunity/Affirmative Action Employer.

Scientific values its employees and offers competitive salaries, PTO, and benefits, including health, dental, and vision insurance, 401(k) company sponsored retirement plan, educational reimbursement, and much more.