



QuickBooks Specialist

The AERO Institute is a partnership of individuals; Federal, State and Regional governments; commercial companies; academic institutions; non-profit addressing our nation's need for technically skilled workforce and Science, Technology, Engineering, and Math education at all levels. Under this partnership the AERO Institute works collaboratively and with NASA Dryden Flight Research Center on the development and implementation of a variety of education and outreach programs.

The **QuickBooks Specialist** is a term employee (8 weeks) supporting NASA Dryden's Office of the Chief Information Officer (CIO). Domestic Travel will include trips to Dryden.

Salary Range:

Commensurate with Experience

Job Type:

Full Time - Term Employee

Open Period:

August 28, 2009 thru September 1, 2009

Duty Location:

Palmdale, CA and Edwards AFB, CA

Job Summary:

The incumbent will directly support the programs of NASA Dryden's CIO's Office. The incumbent works with a distinct degree of technical authority and is responsible for planning, designing, and carrying out the work independently. Completed work is reviewed for consistency with standards and policy and for responsiveness to the client. The incumbent is responsible for carrying out assignments in a resourceful and professional manner and is responsible for completing priorities, deadlines, and daily operations. The incumbent should resolve most problems as they arise and referring only the most unusual or critical to the Deputy CIO or the supervisor. The incumbent should keep the supervisor and managers informed of general activities and any problem situations, and provide recommendations for resolving any problems.

The incumbent performs administrative and/or program support work, such as planning, research, analysis, and communication. The incumbent in this position will communicate technical and logistical activities with persons and/or groups within and outside of the organization.

Deliverables are determined by the DFRC CIO as well as agency level program officials as they are required throughout the period of performance. These include not only the duties described below, but also oral and written documentation and reports. Many are known significantly in advance, but there are also numerous, quick-turnaround data calls on specific topics.

Major Objectives and Duties:

- Develop a customized client-server based QuickBooks solution to meet the following requirements:
 - Import multiple Excel spreadsheets (each may have slightly varying formats with different field names and different numbers of fields). These spreadsheets contain billing information that is generated monthly by various suppliers. Minimize the manual pre-processing of existing bills (by incorporating some simple business rules as needed in the import process).
 - Prepare detailed individual monthly invoices based on consolidated billing information for multiple customers.
 - Include ability to generate reports by employee name.
 - Include ability to generate reports by requesting organization.
 - Include ability for ad hoc reporting for year-to-date and annual costs (fiscal or calendar year).



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- Provide summary reports on billing and invoice totals (validate total input dollars equals total invoice dollars)
- Export invoices & reports in Excel spreadsheets.
- Solution should allow around 5-10 users to input data and generate reports.
- Incorporate error reporting (for incorrect/blank input fields)

NOTE:

- Approximately 15-20 billing sources to import.
- Approximately 20-30 customers to receive invoices.
- Tracking charges for approximately 1200 employees.
- Approximately 50 organizations (1-2 letter codes)
- Support on-site installation, testing, and validation with real data files at Dryden Flight Research Center, Edwards, CA.
- Provide hands-on training for customized solution (either DFRC or Palmdale)
 - Demonstrate import process (and show how to add new bills in the future).
 - Demonstrate reporting capabilities (including ad hoc reports).
 - Provide written procedures on customized solution as needed.
- Other duties as assigned.

Education and Experience:

- A Bachelor's degree from an Accredited University in Accounting, Public Administration, Business or other relative field is required.
- Expert knowledge of and experience working in QuickBooks.
- Strong analytical skills are required.
- Strong oral and written communication skills are required.

Knowledge and Abilities:

- Excellent organizational skills
- Excellent computer skills (QuickBooks)
- Professionalism, initiative and a constructive approach to working with people will be needed
- Strong analytical skills are required
- Successful experience working in a highly collaborative environment is required
- Strong oral and written communication skills are required
- Willingness to work in a fast-paced environment, which often demands flexibility, travel and evening and weekend work.
- Possession of a valid drivers license
- **Must be a U.S. Citizen.**

Benefits:

- Direct Deposit

To Apply:

Mail or fax **cover letter with salary history and resume** to:

AERO Institute

Attn: Human Resources

38256 Sierra Highway, Suite A

Palmdale, CA 93550

Fax: 661-265-9548

Or email **cover letter with salary history and resume** to jobs@aeroi.org.