



Job Title: Accounting/Financial Reporting Associate

Location: Washington, DC with hybrid work

Employment Type: Full-time

Company: Akela, LLC

About Akela

At Akela, we are a close-knit team of professionals working collaboratively to provide comprehensive solutions to our clients. We believe in the strength of partnership, drawing from our collective expertise to create value for employees, clients, and stakeholders alike. Our services are grounded in integrity, excellence, and an unwavering commitment to our clients' success.

Position Summary

Akela is seeking a motivated and detail-oriented **Accounting/Financial Reporting Associate** to support federal clients with accounting, financial reporting, audit readiness, and internal control activities. This role will report to the Accounting/Financial Reporting Manager and will assist with preparing client deliverables, analyzing financial data, supporting audit requests, documenting processes, and helping agencies meet federal financial management and reporting requirements.

The ideal candidate has at least 3 years of accounting, audit, financial reporting, or financial management experience and is looking to continue building technical expertise in federal accounting and reporting. This is an excellent opportunity for a developing accounting professional to gain hands-on experience supporting mission-driven federal clients while working alongside experienced CPAs and financial management professionals.

Key Responsibilities

- Support financial reporting and accounting activities for federal clients under the direction of the Accounting/Financial Reporting Manager.
- Assist with the preparation, review, and analysis of financial statements, reconciliations, schedules, and supporting documentation.
- Support audit readiness and audit response activities, including compiling workpapers, gathering support, and tracking auditor requests.
- Assist in documenting accounting policies, procedures, business processes, and internal controls.
- Help assess internal controls over financial reporting and support compliance with OMB Circular A-123.
- Review financial data and supporting documentation to identify discrepancies, trends, or areas requiring follow-up.
- Contribute to client deliverables, including financial reports, audit support packages, meeting materials, status updates, and briefing documents.
- Support the development of technical accounting memos, process narratives, corrective action plans, and other client-ready materials.

- Coordinate with internal team members and client stakeholders to collect information, resolve questions, and support timely completion of deliverables.
- Maintain organized documentation and workpapers in accordance with project standards and client requirements.
- Participate in client meetings, team check-ins, and project status discussions.

Qualifications

- **Experience:** At least 3 years of accounting, audit, financial reporting, or financial management experience.
- **Education:** Bachelor's degree in Accounting, Finance, Business, or a related field.
- **Federal Experience:** Experience supporting federal agencies, federal financial reporting, audit readiness, or audit remediation is preferred but not required.
- **Travel:** Not currently anticipated.
- **US Citizenship**
- **Technical Knowledge:** Familiarity with accounting principles, financial reporting, reconciliations, internal controls, and audit support documentation.
- **Analytical Skills:** Ability to review financial data, identify issues, conduct research, and support practical recommendations.
- **Communication:** Strong written and verbal communication skills, including the ability to prepare clear documentation and summarize findings.
- **Technology:** Proficiency with Microsoft Excel, Word, PowerPoint, and Teams. Experience with federal financial management systems or data analysis tools is a plus.
- **Teamwork:** Demonstrated ability to work collaboratively with internal teams and client stakeholders in a professional environment.

Why Akela?

We don't just talk about our values—we live them. At Akela, we invest in our people, celebrate curiosity, and take pride in supporting the missions that serve our country. We offer a collaborative, mission-driven environment where your voice matters and your work makes a difference.

What We Offer

- Salary commensurate with experience, \$70,000 - 80,000
- Medical, Dental, and Vision paid up to 100%
- 401k eligible on first day, up to 5% match
- Paid Time Off & Holidays
- Bonus Eligibility & Long-Term Incentives
- Professional Development Opportunities

We are dedicated to ensuring equity throughout the recruitment and employment process. We celebrate diversity and foster an inclusive environment where all employees are valued. Akela does not discriminate based on race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability. Our goal is to create a supportive space for asking questions, building connections, and advancing careers.