



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

Accounting and HR for Government Contractors

Government Contracting – What you don't know can hurt you!

Does this sound familiar?

You've done it – gone out on your own and been awarded a government contract as a subcontractor! Nobody seems to care what you do as far as Accounting or Human Resources, so it must not really matter. Your spouse is pretty sharp so you will just have them pay the bills and such and you personally will create an invoice in word or excel to send your customer and take care of HR.

If you recognize yourself in this story, you could be in for a rude (and very expensive) awakening. It is inherent in every government contract, whether you are sub or prime, that your accounting system complies with Federal Acquisition Regulations and that you are handling your HR needs appropriately. Answers to the following questions are critical to your on-going success as a government contractor.

Accounting:

- What is DCAA and how do I get on their radar?
- Is government contractor accounting different from other accounting?
- What is the big deal about timekeeping?
- What is an incurred cost proposal and who is required to submit?
- What is a DCAA Accounting Systems Review? And what happens if I fail it?

Human Resources:

- What federal regulations apply to my small business?
- Are written policies and procedures required?
- Am I required to pay my employees a certain wage and provide certain benefits?
- Are employment applications and written offer letters required?
- Am I required to post position openings?
- What resources are available to help me learn about these things?

This session will benefit anyone new to the industry or anyone who just needs a refresher on some of the basic government contracting Accounting and Human Resource issues. Recommended for anyone involved in government contracting in the areas of hiring, proposals, customer billings or record-keeping.

Wednesday, May 11, 2016 – 9:00 AM – 12 NOON

Visit www.uah.edu/sbdc/events to register

The Chamber of Commerce Huntsville/Madison County, 225 Church Street, Huntsville 35801

GUEST SPEAKERS:

PAMELA PETERSON, Founder of STAR HR + Business Solutions. Peterson offers clients extensive HR and business experience spanning over 20 years in high technology and corporate environments. Peterson launched Star to inspire business leaders to build organizations that are strategic, timely, agile, and resourceful. Peterson's passion is to create solutions to help business owners become successful.

JACQUELYN BERNARD, CPA, CGMA, has been a Certified Public Accountant for over 25 years. During her career, she has worked as a consultant in a variety of industries. Since 1997, she has specialized in the government contracting industry where she has worked with government contractors of all sizes to design DCAA compliant accounting systems and procedures.



The Small Business Development Center at the University of Alabama in Huntsville is a member of the Alabama SBDC Network. Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Magdaline Braxton, UAH SBDC, 225 Church Street, Suite 319, Huntsville, AL 35801. 256.824.6422.

