

## Staff Accountant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.34 to \$29.34 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has partnered with an esteemed organization to find a Staff Accountant to join their dynamic team. As a Staff Accountant, you will prepare journal entries, monthly and year-end closings, bank reconciliation, fixed asset maintenance, and general ledger reconciliation. During the monthly close, many aspects of internal reporting will be your responsibility. Your duties will also include participating in compliance, reviewing schedules for the reporting processes, and staying connected with our external auditors throughout quarterly reviews and annual audits. This position involves a good deal of time spent on producing Financial Statements, Cash Flow projections, and Budgets. The Mclean, Virginia based company is offering this position on a short-term basis. They provide an innovative work environment where effort is rewarded.

Your responsibilities in this role

- Ad-hoc reporting and special projects, as requested
- Aid in implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Produce complex journal entries and account reconciliations including but not limited to cash, prepaid expenses and payroll
- Participate in various initiatives spanning multiple departments
- Commentate on a wide variety of financial data and communicate it in a useful and understandable manner
- Create monthly statement analysis to be used for management reportings
- Conduct month end close, journal entries, without supervision
- Organize capital lease and monthly payment schedules
- Keep up fixed asset ledger, depreciation, and reconciliation
- Assist in monthly financial close workbook preparation, including annual closing process

### Requirements

- Competent with spreadsheets and databases
- Practical knowledge of numeric data entry
- Previous experience working with Monthly Financial Reporting
- Accounts Payable (AP) experience
- Proven knowledge of Coding Invoices
- Good understanding of Internal Financial Reporting

- Well-founded grasp of Enter Invoices
- Knowledge of Accounts Receivable (AR)
- Month end closings experience desired
- Quality experience with Annual Financial Reporting
- General familiarity with data entry
- Foundational knowledge in Accounts Payable (AP)
- Accounts Receivable (AR) experience highly desired
- Wide ranging experience with financial reporting
- Earlier work involving Annual Financial Reporting
- Recent and relevant accounting experience
- BA/BS or equivalent in Accounting, Finance or Economics
- Experience with ERP systems
- Self-starter with efficient time management and organizational skills
- High attention to detail and possesses excellent organizational and writing skills
- Working knowledge of spreadsheets and databases
- Ability to prioritize work and balance multiple projects and deadlines
- Demonstrated ability in strong analytical, quantitative and social skills
- Fully formed organizational, written and verbal communication skills
- Ability to work in a dynamic and changing environment

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**