

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

We are in search of a diligent Staff Accountant for our team situated in Arlington, Virginia. This role offers a chance to work in the telecom industry, providing support in maintaining our financial records, including purchases, sales, receipts and payments. This is a short term contract employment opportunity with a focus on tasks such as bank reconciliations, journal entries, month-end close and audit preparation.

Responsibilities:

- Review bills for correctness, accruals, prepaids, coding and approve for payment
- Reconcile all bank accounts and investment bank activity in the General Ledger
- Book and post payroll, retirement and health insurance journal entries in the General Ledger
- Review credit card receipts for accuracy and coding
- Sync closed credit card reports to QuickBooks
- Assist in preparing audit files; accrual schedule; functional expense schedule
- Liaise with auditors for any audit requests
- Provide details needed for the 990 tax return preparation
- Handle quarterly filings when due and invoicing to outside vendors that require invoices
- Make all federal and local state filings

Requirements

- Proficiency in Accounts Payable (AP) operations
- Experience with Accounts Receivable (AR) management
- Familiarity with Bank Reconciliations processes
- Strong understanding of General Ledger maintenance
- Ability to prepare and manage Journal Entries
- Experience with Month End Close procedures
- Proficiency in using QuickBooks and Quickbooks Online
- Familiarity with Audit Prep procedures
- Proficiency in Microsoft Excel
- Bachelor's degree in Accounting, Finance, or related field
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Detail-oriented with strong organizational skills
- Ability to work independently and in a team environment
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

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