

Accounting Associate (Remote Position)

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

We are looking for a detail-oriented Accounting Associate to join our team on a contract basis. In this role, you will support various accounting functions, including accounts payable, invoice processing, and cash entries, ensuring accuracy and compliance with established procedures. This is a remote opportunity based out of Washington DC, District of Columbia.

Responsibilities:

- Process and code invoices accurately to ensure timely payments.
- Approve invoices in accordance with company policies and guidelines.
- Perform cash entries and ensure proper reconciliation of transactions.
- Support accounts payable operations by maintaining accurate records and documentation.
- Assist in preparing journal entries and maintaining the general ledger.
- Collaborate with team members to ensure financial data aligns with organizational goals.
- Utilize budgeting tools, such as Martus, to assist with financial planning and analysis.
- Analyze financial data and provide insights to improve operational efficiency.
- Ensure compliance with company policies and accounting standards.
- Contribute to special projects and additional accounting tasks as needed.

Requirements

- Minimum of 2 years of experience in accounting or a related field.
- Proficiency in accounts payable processes and invoice coding.
- Familiarity with budgeting tools, such as Martus, is preferred.
- Strong attention to detail and ability to work with accuracy under deadlines.
- Knowledge of accounting principles and practices.
- Experience with financial reconciliation and cash posting.
- Ability to work independently in a remote environment.
- Excellent communication and organizational skills.

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This Job Posting will expire in 10 days.