

## 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:** \$25.00 to \$35.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking to build your career in accounting, there's currently a Staff Accountant position through Robert Half that you may want to check out. The company offering this terrific contract / temporary opportunity is based in the Bethesda, MD region and provides rewards for hard work. The role will be set for a hybrid schedule (mix of in-office work days and remote work days).

The Staff Accountant is responsible for preparing monthly and year-end closings, journal entries, fixed asset maintenance, bank reconciliation, and general ledger reconciliation. This position is very involved as it will produce Financial Statements, Cash Flow projections, and Budgets. You will also be in charge of many aspects of internal reporting during the monthly close. In addition, you will be in charge of communicating with our external auditors for quarterly reviews and annual audits, playing an active role in compliance, and looking over schedules for the reporting processes.

#### Your responsibilities

- Maintain fixed asset ledger, depreciation, and reconciliation
- Create monthly statement analysis to be used for management reporting
- Ad-hoc reporting and special projects, as needed
- Play a role in the month end, quarter end and year end closing process including monthly financial close workbook preparation
- Be responsible for account reconciliations including prepaid expenses, payroll, and other assignments
- Analyze and coordinate a variety of financial data, and report it in a useful and understandable manner
- Carry out month end close, journal entries, without supervision
- Participate in various initiatives spanning multiple departments
- Manage capital lease and monthly payment schedules
- Take part the in implementation and adherence to internal controls and accounting procedures, ensuring compliance with GAAP

### Requirements

- 3 plus years of property accounting experience
- Working knowledge of spreadsheets and databases

- Proficient in ERP systems
- Experience working in a dynamic and changing company environment a plus
- Dedication and requisite skills to meet critical business deadlines
- BA/BS or equivalent in Accounting, Finance or Economics
- Proficiency in financial reporting
- Knowledge of month end closings

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