

Staff Accountant (position #SA-01-22)

Summary

The staff accountant's responsibilities include maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes, conducting internal audits, accounts payable, payroll, and accounts receivable. Knowledge of government accounting is desirable. Staff Accountant will also be assisting the Director of Contracts as needed and responding to information requests by management and for auditing purposes.

To be successful as staff accountant, candidate should be able to accurately maintain a general ledger and ensure compliance with generally accepted accounting principles (GAAP).

Duties/Responsibilities:

- Maintains financial reports, records, and general ledger accounts.
- Generates monthly financial statements, performs monthly balance sheet reconciliations, submits financials to executive management.
- Prepares journal entries, analyses, and account reconciliations and assists with monthly close processes.
- Codes invoices, sets up new accounts, and reconciles accounts.
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections, posts and records cash receipts.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Posts labor distribution, processes payroll, generates payroll checks.
- Maintains fixed assets, records & tracks accumulated depreciation, files multi-state property tax returns.
- Performs cash management duties to include reconciliation of bank accounts, cash flow reporting and forecasting, cash deposits & transfers, shareholder distributions, and account maintenance.
- Manages 401K Retirement Plan. Reconciles billing for various insurance plans.
- Provides outside auditors with assistance; gathers necessary information and documents to perform annual audit and to prepare federal and multi-state tax returns.
- Files business licenses, annual reports & sales tax with state and local government agencies.
- Contributes to the development and review of annual budgets and projections.
- Responds to information requests and assists with audits.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Hands on experience with Costpoint accounting software.
- Knowledge of general financial accounting and cost accounting.
- Working knowledge of GAAP.
- Good problem-solving and time management skills.
- Highly organized and detail-oriented.
- Excellent verbal and written communication skills.
- Familiar with Asset Keeper or similar software
- Familiar with ADP Payroll or similar software
- Proficient with Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree in accounting or related field required.
- Minimum 5 years of accounting experience required.

Reference position # **SA-01-22** and indicate salary requirements in cover letter, email summary or on resume.

ROH, Inc., located in Arlington VA, is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.