

Staff Accountant

Position Title: Staff Accountant

Location: Cheverly, Maryland

Job Type: Full Time

Anticipated Salary (Commensurate w/ Experience): Up To \$70k

Languages Required: English Written and Spoken

Position Description:

Our company is currently experiencing rapid growth and we are seeking an experienced Staff Accountant to join our accounting and finance team. The Staff Accountant will be responsible for assisting with the preparation of monthly financial analysis reports, developing and maintaining department budgets and generating cost reports. The successful candidate will also collect pertinent information for third party audits, oversee financial reporting and operations and will be the first point of contact for accounting issues. This position provides management with financial information by researching and analyzing accounts; preparing financial statements. maintain financial reports, records, and general ledgers; prepare and analyze budgets; and perform general bookkeeping. Responsibilities will include billing activities, such as accounts payable and accounts receivable.

- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Provide accounting support for corporate level proposal preparation & submission by reviewing financial information.
- Keep all financial material & information confidential
- Knowledge of Various State and Federal Employment laws
- Familiarity with union agreements and CBA's
- Other special projects and tasks as assigned.

Qualifications Summary:

- A Bachelors degree in accounting, or a Bachelors degree in business with emphasis in accounting, is required.
- Degree(s) must be from a credible college or university

- Course work in job costing is recommended.
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Excel Spreadsheets.
- Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department.
- Must have very good verbal skills.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- A minimum of 2 years experience in accounting is required

Supervisory Responsibility

This position will not supervise employees.

Licenses and Certifications Preferred

- Certified Public Accountant (CPA)
- Certified Financial Analyst (CFA)
- Certified Management Accountant (CMA)
- Certified Internal Auditor (CIA)

Work Environment

While performing the duties of this job, the employee is regularly exposed to an indoor office setting with moderate noise.

Travel

Limited travel to various worksites may be required for audit purposes.

Benefits

Excellent benefits offered. Free parking. Casual attire. Salary is commensurate with experience, training and education.

About Brooks & Brooks Services, Inc.:

Brooks & Brooks Services is a resourceful team that delivers results our customers require to improve performance and accomplish the mission for greater operational success. Through our approach we provide our customers world-class analysis, service and insight to solve problems and consistently meet the demand with measured outcomes. Brooks & Brooks provides a diversified portfolio of services to federal, state and local government and to various commercial sectors. We provide facilities management and maintenance services, managed engineering services, professional consulting services as well as water treatment services.

Applying

If interested complete & submit online application located at <http://www.brooksandbrooks.com/chemical-testing.html> to careers@brooksandbrooks.com