

CHI – Staff Accountant Job Description

Title: Staff Accountant

Location: Silver Spring, Maryland

Work Shift: Monday – Friday from 9:00am to 5:00pm (in the office)

Category: Exempt Full Time

Required: Fully Vaccinated of COVID-19

Job Summary:

Under the supervision of the Director of Finance, the Staff Accountant is primary responsible the full cycle of accounts payable, vendor management, reporting, and assists with monthly and year end closing and assists with other finance projects when necessary.

Responsibilities for this position include and are not limited to the following:

- Responsible for the entire Accountants Payable process including, but not limited to reviewing, coding, and entering invoices to financial system in a timely manner
- Enter Cash Disbursements weekly
- Make payments on online
- Review and reconcile receipts prior to processing payments
- Review and reconcile credit cards statements and employees' expenses
- Reconcile Metro Access accounts for over 200 people and fund Metro Access accounts
- Prepare and record journal entries for depreciation, prepaid expenses, AP accrual, fixed asset, and leasehold improvements
- Prepare and maintain balance sheet schedules
- Reconcile multiple bank accounts monthly
- Prepare bank transfers
- Maintain and update vendor database and W-9s
- Process year end 1099s and 1096s
- Year-end audit assistance including preparation of financial audit schedules
- Other duties as assigned to assist in meeting department goals and deadlines

Position Requirements

- Bachelor's Degree in Accounting with 3-5 years of direct experience
- Excellent communication and customer relation skills to connect across programs and internal departments
- Excellent organization and time management skills
- Excellent follow-up and follow-through on details
- Initiative taker and information seeker skills
- Skill to collaborate and be comfortable partnering
- Skill in preparing accurate documentation
- Ability to pay attention to many details, be systematic, and willing to double-check work
- Ability to use common sense to understand problems and figure out solutions
- Ability to learn new things
- Ability to be a team player