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Position Vacancy

Accounting Assistant

Compass, Inc., a non-profit organization located in Beltsville, MD is currently accepting applications for the position of Accounting Assistant.

This position provides accounting and administrative support to members of the Accounting department. Duties include reconciling accounts, monitoring account balances, reviewing departmental financial reports, preparing journal entries and financial reports, extensive Excel use and Accounting Software systems (i.e., MIP) and assisting with other special projects as needed. This is the perfect entry-level job for a recent Accounting graduate or someone who is in their 3rd/4th year of Accounting studies.

The ideal candidate will possess:

- Accounting background
- Strong computer skills including advanced, high-level Excel skills and preferably some accounting programs
- Excellent attention to detail and accuracy
- Strong ability to analyze data and problem solve
- Good command of accounting principles and preferably, a familiarity with budgeting
- Strong organizational skills, including electronic files
- Ability to prioritize and handle multiple tasks at once and ensure proper follow through as needed
- Excellent interpersonal skills and ability to interact effectively with diverse groups of people
- A high level of commitment to take initiative and maintain a positive “can-do” attitude
- A high level of personal accountability, integrity, and ethical standards

Compass offers a welcoming, collegial environment that is well-suited for a team player. We are seeking someone with not only the attributes listed above but who is also 100% committed to working well with fellow Compass employees. With a friendly manner, this person will professionally represent Compass in all interactions with our employees, consumers and other parties. There will be the opportunity for partial teleworking after a prescribed amount of training and experience in the position have been completed

Qualifications: Prior experience in accounting with responsibility for basic general ledger posting, bank reconciliations, and account reconciliation. College degree in Accounting or related field is preferred. Will also consider recent graduates or who have successfully completed 2 years of Accounting-related coursework and are on-track to graduate in the next 2-3 years. Some flexibility with work schedule may be possible to accommodate short-term school/class schedules.

Interested and qualified applicants should apply at:

<https://compassmaryland.applytojob.com/apply/3zyERjteRY/Accounting-Assistant>