



**The Arc of Frederick County**

620-A Research Court  
Frederick, MD 21703

**T:** 301-663-0909

**F:** 301-695-6454

[www.arcfc.org](http://www.arcfc.org)

## **Accounting Associate**

The Arc of Frederick County has an opening for a full-time Accounting Associate.

### **Job Details**

#### **Salary**

\$64,448 to \$67,448 per year

#### **Job Type**

Full-time salaried exempt

### **Qualifications**

Bachelor's degree preferred

Experience in accounting or finance

Must possess excellent organization and problem-solving skills

Knowledge and experience with Microsoft Office programs (Word and Excel)

### **Benefits**

403b Retirement Plan

Health, Dental, Vision, and Supplemental Plans

Company paid Life Insurance and Long-Term Disability

Paid time off

### **Full Job Description**

The Arc of Frederick County is a nonprofit organization serving individuals with developmental disabilities, and we have an open position for a full-time Accounting Associate. The ideal candidate will have strong organizational skills, be attentive to details, and enjoy working as a team. Duties include accounts payable, general ledger work, and creating reports. Advanced computer skills are required, specifically advanced Excel (will be assessed during the interview). Experience with Microsoft Dynamics Great Plains is a plus! We prefer applicants who have 2-3 years of accounting experience but recent college grads are welcome to apply!

### **Schedule**

Monday to Friday 9:00 am to 5:00 pm – schedules for exempt staff need to be flexible, and there may be times when it is necessary to work outside of these hours as determined by the agency's needs.

The Arc of Frederick County offers generous benefits and a convenient location.