

Position: Senior Level Bookkeeper/Accountant

Department: Finance & Accounting

Location: 12505 Park Potomac Ave., Potomac, MD 20854

Type: Full-Time/Permanent

Job Description:

The SK&A Group, a mid sized engineering firm, is currently seeking an experienced bookkeeper to oversee the finance department. The ideal candidate will be proficient in all aspects of accounts payables and receivables, payroll processing, invoice and billing, general ledger posting, account reconciliation and able to maintain an effective working relationship with the firm's outside accountant. Additionally, the candidate shall be flexible and able to work beyond a 40 hour week on occasion as needed.

Requirements:

This position requires high attention to detail and thoroughness with experience in the following: AP; AR; journal entry; account reconciliation; GL reconciliation; reporting and analysis; strong written and verbal communication skills.

Qualifications:

- Ability to plan, organize and prioritize job duties independent of supervision
- Strong computer skills and accounting software experience (experience with Axium software is a plus)
- Knowledge of federal, state and local compliance requirements
- Minimum 7 years experience
- Associates degree in accounting
- Bachelor's degree in related field preferred
- Prior experience working for an architectural or engineering firm or construction contractor preferred

Job Duties:

- Maintain cash controls
- Reconcile general ledgers and bank statements
- Payroll processing
- Maintain financial files and records
- Prepare income statements
- Month and year end closing
- Monthly reporting and analysis