



Job Title:	Staff Accountant	Job Category:	Accounting/Finance
Department/Group:	Finance Department	Job Code/ Req#:	N/A
Location:	Hanover, MD	Travel Required:	None
Level/Salary Range:	Competitive compensation package	Position Type:	Full time
HR Contact:	Courtney Deuchler	Date Posted:	May 8, 2018
Applications Accepted By:			
FAX OR EMAIL: Fax: 443-853-1905 Email: jeremy@clearshark.com Subject Line: Staff Accountant Position		MAIL: Company Name 7030 Dorsey Road, Suite 102 Hanover, MD 21076	
Job Description			
<p>PROVIDE MANAGEMENT WITH FINANCIAL INFORMATION BY RESEARCHING AND ANALYZING ACCOUNTS' ASSIST WITH FINANCIAL STATEMENTS PREPARATION.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Prepares general ledger entries by maintaining records and files; reconciling accounts. • Prepares monthly sales tax returns. • Records expense reimbursements and vendor bills to the proper accounts. • Completes monthly bank and credit card reconciliations. • Assists comptroller with financial reporting tasks. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>College degree, major in Finance or Accounting.</p> <p>PREFERRED SKILLS</p> <p>Attention to detail, reporting skills, proficient in excel, deadline-oriented.</p> <p>ADDITIONAL NOTES</p> <p>Flexible & casual working environment, terrific benefits, liberal leave policy.</p>			