



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:	April 4, 2019
Applications Accepted By:			
CLEARSHARK WEBSITE: WWW.CLEARSHARK.COM/CAREERS		SUBJECT LINE: STAFF ACCOUNTANT	
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>			

An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.