

Junior Staff Accountant

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Company: Addison Group

Location: United States

Category: business-and-financial-operations

Our client is looking to add a junior staff accountant to their team! This is an in-person position with an organization that likes to promote from within, compensating \$55K (depending on experience).

Title: Junior Staff Accountant

Location: Sterling, VA

Compensation: \$55K

Keys to Hire:

Preferably 2-3 years' accounting experience

Exposure to processing AP/AR invoices and handling journal entries

Bachelor's degree or higher

Job Responsibilities:

Prepare AP and AR invoices

Assist with month-end and year-end close

Process and review all invoices

Responsible for journal entry and GL updates

Assist with document preparation for internal audits

Coordinate with vendors for all accounts

Assist with account reconciliations

Ad hoc accounting tasks as needed

Input Excel data accurately and efficiently

Requirements:

Bachelor's degree (finance or accounting degree a plus)

2-3 years' accounting experience

Advanced Excel skills (Quickbooks or Sage a plus)

Strong attention to detail and strong communication

Well organized and a self-starter

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