



Date posted: February 28, 2017

Job Title: Staff Accountant
Job Location: Reston, VA
Status: Full Time / Exempt
Reports to: Manager, Financial Reporting and Analysis
Bonus Potential: Yes
Travel: No
Remote considered: No
Relocation offered: No

QUALIFICATIONS

- ❖ **Education:** BS in Accounting
- ❖ **Experience:** 2+ years of experience

REQUIREMENTS

- ❖ Must be detail-oriented and organized
- ❖ Must possess strong analytical skills and have the ability to meet deadlines and multi-task
- ❖ Must be proficient in MS Excel
- ❖ Knowledge of GAAP and FASB desired

RESPONSIBILITIES

- ❖ Perform accounting close for three entities
- ❖ Prepare general ledger entries and maintain records and files
- ❖ Perform general ledger account analysis and reconciliations
- ❖ Prepare consolidated financial statements by gathering and analyzing information from the general ledger system and from departments
- ❖ Maintain fixed asset system and manage inventory process
- ❖ File sales and use tax, business and occupation, franchise tax returns
- ❖ File required annual reports for the parent and subsidiary with corporate secretaries of state
- ❖ Assist in the budget process and compile budgets for management review
- ❖ Assist with yearly audits and tax return preparation
- ❖ Research authoritative literature for proper treatment of accounting topics
- ❖ Assist in maintaining accounting procedures manual
- ❖ Interact with vendors, customers and Company staff at all levels
- ❖ Other duties as may be assigned by management

EMPLOYEE BENEFITS

The employee benefits offered to eligible employees include:

- ❖ Medical, prescription drug, dental and vision insurance
- ❖ 401(k) retirement savings plan
- ❖ Group-term Life, Disability, and Long Term Care insurance
- ❖ Paid vacation, sick and personal leave

HOW TO APPLY FOR THIS POSITION

Please e-mail your resume in an MS Word or PDF file format and a cover letter that includes your salary requirement to: hr@mersinc.org.

Submissions for this position will be accepted until **March 14, 2017**.

Failure to follow these instructions may result in a loss of consideration for this position.

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