



## **Job Title: Staff Accountant (Contract)**

### **Job description**

Resource Management Group is assisting one of our clients with identifying qualified candidates for a Staff Accountant position. This position is full-time contract position with the opportunity to apply for direct hire positions.

#### **Responsibilities:**

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements
- Perform month-end and year-end close processes
- Conduct account reconciliations and resolve any discrepancies
- Prepare journal entries and maintain accurate general ledger records
- Assist with budgeting and forecasting processes
- Process payroll and ensure compliance with relevant regulations
- Collaborate with internal teams to gather financial data and provide insights for decision-making
- Assist with the preparation of financial reports for management and external stakeholders
- Ensure compliance with GAAP and other applicable accounting standards

#### **Experience:**

- Bachelor's degree in Accounting or Finance (or related field)
- 2+ years of experience in a similar role as a Staff Accountant or related position
- Strong knowledge of corporate finance principles and GAAP
- Proficiency in journal entries, account reconciliation, and financial report writing
- Experience with payroll processing is preferred
- Financial acumen and ability to analyze complex financial data
- Proficient in using accounting software, such as Sage or similar systems

We offer competitive compensation packages, including health insurance. This is an excellent opportunity for a detail-oriented individual with strong analytical skills to join our team. If you meet the qualifications outlined above, we encourage you to apply by submitting your resume to [bknight@rrmg-hr.com](mailto:bknight@rrmg-hr.com).

Job Types: Full-time, Contract

Salary: \$30.00 per hour

Expected hours: 40 per week

Experience level: 3 years

Physical setting: Office

Education: Bachelor's (Required)

Experience:

- GAAP: 3 years (Required)
- Accounting: 3 years (Required)
- Microsoft Excel: 3 years (Required)
- Accounting software: 3 years (Required)

Work Location: In person