**Staff Accountant: Washington, DC**

Marcum is actively seeking a client-facing Staff Accountant to join our growing Managed Accounting Services (MAS) team in Washington, DC. MAS supports the accounting function for a variety of diverse clients, primarily in the nonprofit sector, including accounting software support and implementations. This is a great opportunity for a Staff/Senior Accountant or Auditor with an interest in IT, and who is looking for challenging, yet highly rewarding work. The ideal candidate will possess a high aptitude for learning new systems including troubleshooting support, is comfortable interfacing with C-Suite executives and boards, and is comfortable working in a deadline driven environment.

Job Summary: The Managed Accounting Services Staff Accountant supports the engagement team who serves as the Accounting Department for a variety of clients, including accounting software implementations. The Staff Accountant is primarily responsible for collecting, reconciling, and summarizing accounting information, as well as accounting software support for the MAS department. The Staff Accountant can be involved with training and overseeing Interns. The work of the Staff Accountant is performed in the Marcum offices but can involve travel to client sites.

Essential Duties and Responsibilities:

1. Assists client engagement team on the month end closing procedures.
2. Maintains supporting schedules and reconciliations for most balance sheet accounts.
3. Prepares all required journal entries including but not limited to payroll, depreciation, and expensing of prepaid items. Assists with generating financial statements.
4. Processes Accounts Payable for client: reviews, codes and processes A/P check requests on a reoccurring basis.
5. Processes Accounts Receivable invoices and maintains AR system records for clients: reviews, codes and processes cash receipts on a reoccurring basis.
6. Assists the engagement team in the annual preparation of client’s budgets.
7. Assists external auditors at year end with preparing schedules, providing explanations of supporting materials and procedures, and preparing any other necessary data.
8. Uses a variety of software including Intacct, Bill.com, Quickbooks and Nexonia.

Requirements

Minimum Qualifications (Education, experience, certifications): A Bachelor’s degree in Accounting, Business Administration or other related education.

CPA or CPA Candidate.

2+ years of Accounting experience preferably in Public Accounting or a Non-Profit organization.

Proficient in the use of Microsoft Excel and other Microsoft Office applications

Proficient with various accounting software programs including QuickBooks, Intacct, Bill.com. An understanding of generally accepted accounting principles (GAAP).

Benefits Marcum works hard to keep our compensation and benefit programs competitive with today’s market. At Marcum, you'll find a competitive salary, benefits and 401(k) retirement savings plan. We care about our employees' mental and physical health, well-being and quality of life. Therefore, the firm offers a comprehensive employee benefits package that in part, includes: Medical Insurance Dental Insurance Life Insurance & AD&D Coverage Short-Term Disability Insurance Long-Term Disability Insurance Dependent Care Flexible Spending Account Holidays and Paid Time Off Employee assistance program (counseling) Smart Benefits program (WMATA) Firm-paid training Various health and wellness programs