



JOB POSTING

New Title: Staff Accountant

All times are in Eastern Daylight Time.

Requisition ID: 2018-6

Number # of Openings: 1

Job Locations: US Lanham, Maryland

Posted Date: 12/18/2018

Duration: Full-time

Category (For Portal Searching): ACCOUNTING

Required Clearance to Start: Background check-Must be an US citizen to gain immediate access to Goddard Space Flight Center.

Reports to: Staff Accountant

Classification: Non-Exempt

Salary range: \$15.00 to \$19.00 / per hour

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities and Duties:

The Accounting Specialist will support Genesis Engineering Solutions, Inc. programs/projects, on location, Lanham Maryland

Requirements/Qualifications:

- Accounting degree (completed bachelors OR in process with expected graduation date)
- Proficiency in Excel
- High attention to detail
- Excellent communication and interpersonal skills
- Creative problem-solving abilities
- Administrative strengths
- Reliable and punctual

Job Description:

Growing engineering firm in Lanham seeking motivated individual to gain experience in the accounting team. Looking for a current student enrolled in accounting (with expected graduation date) or recent graduate with a bachelor's degree. This position will report to the Accounting Manager and will be given the opportunity to provide support for and work with the accounting team. The position will support many areas including Accounts Payable, Accounts Receivable, Financial Analysis, Bank Reconciliation, Filing & Documentation, and Project Budgeting. Hours are flexible based on school schedule. Must be an US citizen to gain immediate access to Goddard Space Flight Center. This position is full-time.



Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEO:

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.

Please send resumes to www.genesisesi.com, click on careers to apply.

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