



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210
Gaithersburg, MD 20878-1409
Phone: 301-670-4990
Fax: 301-670-3815

Job Ad – Staff Accountant

Government contractor in Gaithersburg, MD has a full-time position available for an experienced, highly motivated Staff Accountant to join our team. As a Staff Accountant, you are someone who is detail-oriented, an analytical individual with a passion for numbers, and you will play a critical role in maintaining accurate financial records, performing reconciliations, and supporting the overall financial operations of the organization.

General Responsibilities:

- Assist in the preparation and analysis of financial statements, including balance sheets, income statements and cash flow statements.
- Daily bookkeeping including journal entries and maintaining general ledger.
- Responsible for accounts payables and receivables.
- In coordination with HR, implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, employee expense reimbursements, garnishments, taxes, and other deductions.
- Conduct monthly and quarterly account and bank reconciliations to ensure accuracy and completeness of financial data.
- Prepare and file monthly and quarterly state and federal taxes.
- Collaborate with other departments to gather and analyze financial information.
- Perform regular audits to ensure compliance with established accounting standards and regulations.
- Identify and implement process improvements to enhance efficiency and accuracy.
- Assist with external audits and tax filings as needed.
- Stay updated on accounting principles, standards, and regulations to ensure compliance.

Qualifications:

- Bachelor's degree in Accounting, Finance or a related field.
- 5+ years of experience in accounting or finance roles.
- Proficient in using accounting software (Sage a plus) and MS Office Suite.
- Solid understanding of generally accepted accounting principles (GAAP).
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Strong time management skills and ability to multi-task.
- Ability to work independently and meet deadlines.
- Effective communication and interpersonal skills.
- CPA designation or progress toward CPA is a plus.



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Interested candidate should submit resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.