

Accountant

An innovative, expanding, international company rooted in the **Annapolis / Kent Island** area of **Maryland** is looking for a talented, experienced, accounting professional to join their Accounting Department as an Accountant. This is a full-time position located in our Stevensville, Maryland office. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Controller.

Duties and Responsibilities:

- Manages daily accounting operations including general ledger and account reconciliations
- Accounts Receivable invoicing and collections based on AR aging
- Communicates with customers and vendors regularly about open invoices and payments
- Posts bank deposits daily
- Operates in ERP system to process invoices, reconcile transactions and process POs
- Participates in, and supports departmental reporting requirements including interaction with the Maryland Comptroller, IRS and internal audits of the organization
- Assists with reconciling and booking employee company credit card purchases and receipts
- Assists with accounts payable data entry and weekly payment runs
- Assists in month end closing, preparing journal entries and analyzing inventory evaluations
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Strong organizational and communication skills
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Team Player

Education and Experience:

- Bachelor of Science in Accounting preferred
- 3+ years of experience in an Accounting role, or similar
- Experience using Sage MAS200 or similar ERP system is preferred
- Excellent computer skills. Proficient in Microsoft Office Suite
- Ability to work in a fast-paced manufacturing environment

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available.