

Staff Accountant

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Our company is currently experiencing rapid growth and has an excellent opportunity for a Staff/Junior Accountant to join our accounting and finance team.

Benchworks specializes in marketing with an emphasis on Pharmaceutical organizations. Our headquarters are located in beautiful Chestertown, MD. We are an equal opportunity employer and offer an extensive benefits package.

If interested please send your resume to kcoleman@benchworks.com, Manager, Human Resources

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain accounts payable and accounts receivable
- Prepare journal entries and prepare monthly G/L reconciliations
- Maintain records of all financial documents with appropriate supporting materials
- Coordinate daily cash balances and transactions
- Reconcile daily cash transactions
- Prepare funding wires and ACH transactions
- Analyze G&A accounts
- Maintain files as needed within the department.
- Prepare correspondence as needed
- Assist with implementation of new ERP system
- Role will be split 75% Accounting, 25% Executive Admin
- Coordinate daily calendar for CEO
- Make travel arrangements for senior leadership

EDUCATION AND SKILLS:

- Bachelor's Degree in Accounting or Finance preferred
- 2+ years' experience in accounting or related field

- Advanced ability in Microsoft Excel
- Strong attention to detail
- Strong written and oral communication skills
- Ability to multi-task and prioritize in a fast paced environment
- Highly motivated, quick learner
- Completes work in accordance with financial controls, firm policies, and regulations and demonstrated accountability for work completed
- Demonstrates consistent ability to meet strict corporate deadlines
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Demonstrates successful inter-departmental interaction
- Must be a self-starter with the ability to work independently when necessary

About Benchworks:

- Established, stable agency with a history of success
- Excellent benefits
- Agency values high standards of work
- Agency rewards loyalty and quality work
- Office is an open-plan environment with mix of account and creative team members
- Extensive training opportunities/continuing education
- Opportunity to use and further develop skills/expertise
- Team-based culture