



Job Description

Job Title: Staff Accountant
FLSA Status: Exempt
Reports To: Corporate Controller
Prepared Date: July 2010

SUMMARY: Under direction of the Company's Corporate Controller, this self-starter individual with solid communication, technology, organizational, analytical and attention to detail skills will perform professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to Company management regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the Company's annual budgets; prepares year-end audit reports and schedules.

QUALIFICATIONS: To perform this job successfully, the individual must be able to **perform each essential duty and responsibility in a safe and satisfactory manner**, and the individual must be **punctual** and **have a good attendance record**, and **have reliable means of transportation to work**. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reviews general ledger accounts and corrects journal entries.
2. Performs account analysis and reconciliation, including bank statements and intercompany general ledger accounts.
3. Maintains the general ledger chart of accounts.
4. Posts monthly, quarterly and yearly accruals.
5. Reconciles sub-ledger to general ledger account balances.
6. Prepares financial statements.
7. Assesses internal controls, including risk assessments and reviews of risk areas.
8. Performs monthly balance sheet, income statement and changes in financial position/budget variance analyses.
9. Assists in the design and preparation of budgets for review by management.
10. Maintains and reconciles fixed assets schedules.
11. Performs miscellaneous job-related duties and projects as assigned.

EDUCATION and/or EXPERIENCE:

- Equivalent to graduation from a four-year college or university with major coursework in accounting, finance, economics or a related field, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Accreditations such as certified public accountant (CPA) or certified management accountant (CMA) are preferred.

JOB LOCATION: Company Headquarters in Silver Spring, MD.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Generally accepted accounting practices and principles.
- Auditing practices and principles.
- Computer applications related to the work, including but not limited to Microsoft Word, Microsoft Excel, Company-issued internet browser programs, and Company-issued electronic mail programs.
- Standard office practices and procedures.
- Applicable laws, codes and regulations.
- Techniques for dealing and communicating with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone using the English language.

Job Title: Accountant

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED (Continued):

- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Reconciling accounts, records, reports and journals.
- Preparing financial and/or auditor statements, schedules and reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Reviewing and verifying accuracy of data.
- Maintaining accounting records for special accounts and projects.
- Making sound, independent judgments within established policies and procedures.
- Organizing own work, setting priorities and meeting critical deadlines.
- Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction.
- Read and interpret documents in English such as accounting procedure manuals, newspapers, periodicals, journals, and manuals.
- Write routine reports, correspondence, business letters, summaries, and reports in English using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. The employee must be able to see differences in widths and lengths of lines such as those on graphs. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ENVIRONMENTAL CONDITIONS: *Inside:* Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to work effectively in a stressful environment, communicate well with others, effectively deal with field associates, and accept constructive criticism from supervisors.
- Must be able to change activity frequently and cope with interruptions.

IMPORTANT NOTE: *Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the then-current needs and requirements of the Company.*

Employee Signature

Employee Name – Printed

Date

Note to Supervisor: please place the signed original in the employee's personnel file.