



153-D West Patrick Street

Frederick, Maryland 21701

301-663-1239

fax 301-663-1553

[www.loveandcompany.com](http://www.loveandcompany.com)

## **Staff Accountant**

Reports to Business Manager  
Member of Administration Team

### **Position Description**

The staff accountant is responsible for helping ensure Love & Company's accounting and administration processes run efficiently and effectively. The staff accountant is responsible for administering all accounting-based processes and records accurately and in a timely fashion. He/she also provides backup to the receptionist/office assistant.

### **Projected Work Schedule**

This is expected to be an approximately 20 hour per week position.

### **Detailed Responsibilities**

- Accounts payable entry and processing
  - Enter invoices, obtain proper approvals as required
  - Prepare and review AR aging report on a weekly basis
  - Prepare and process check runs as directed
  - Maintain recurring payment information
  - Answer payment inquiries from vendors and staff
  - Prepare 1099s
  - Prepare quarterly state sales tax payments
  - Reconcile monthly credit card statements
- Cash receipts entry
  - Enter receipts daily
- Cash activity posting
  - Maintain cash balances daily
  - Update cash balances in cash management spreadsheet weekly
  - Reconcile all bank and cash accounts monthly
  - Maintain petty cash
- Payroll & benefits administration
  - Prepare payroll information for processing by HRI; verify accuracy
  - Enter payroll data for bi-weekly payroll processing
  - Process 401(k) payments
  - Coordinate with HRI to enroll and terminate employees in benefit programs; verify accuracy
  - Update supplemental HR records, such as spreadsheet summary of PTO available and used

- General office support
  - Set up accounting and administrative files as directed
  - File all accounting-related records in a timely manner
  - Provide assistance to Business Manager as directed
  - Back-up the reception desk during lunch, errands, breaks, time off

### **Qualifications**

The person we are looking for will have at least three years of accounting, bookkeeping and human resources experience. A degree or training relating to accounting and/or business management is preferred.

### **Compensation**

Compensation will be commensurate with the candidate's qualifications and experience.

### **How to Apply:**

Please send us:

- A detailed letter explaining why you are interested in the position, the strengths and benefits you can bring to the firm, and the experience you have in the above areas
- Your résumé
- Your recent salary history and salary requirements

Please mail or e-mail the materials to:

Business Manager  
Love & Company, Inc.  
153-D West Patrick Street  
Frederick, MD 21701

[hr@loveandcompany.com](mailto:hr@loveandcompany.com)

Thank you for your interest!