

STAFF ACCOUNTANT

Arundel Community Development Services, Inc., a non-profit organization located in Annapolis, focused on community development and neighborhood revitalization in Anne Arundel County, MD is seeking a Staff Accountant to perform transaction accounting in a computerized fund accounting system. Responsibilities include processing weekly A/P; reconciling bi-weekly payroll and monthly bank statements; maintaining accurate documentation and records for back-up; producing audit schedules and reports; making journal entries, and other special projects.

We are looking for a team player with a degree in Accounting, Finance, or related field of study plus a minimum of three years relevant professional experience, or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities. PC proficiency, including MS Office, MS Outlook, and basic familiarity with spreadsheet accounting software required. The position requires exceptional organizational skills, and a thorough, detail-oriented approach to tasks. Salary in the mid to low 40's; we offer a comprehensive benefits package including a 403(b) Retirement Plan. Please submit your resume and cover letter to hrresumes@acdsinc.org. ACDS is proud to be an equal opportunity employer.