

Junior Accountant

Sheladia is actively seeking an energetic, highly motivated, and detailed oriented Junior Accountant for our accounting department. This position will be based out of our Rockville, MD office.

The responsibilities include, but are not limited to:

- Prepare & reconcile sales invoicing, collections, and cash receipts entries
- Assist in the entry and review of the Accounts Payable function
- Assist in the entry and review of the Accounts Receivable payments
- Reconcile Accounts Receivable payments
- Analyze information and options by developing spreadsheet reports; verifying information
- Prepare general ledger entries by maintaining records and files; reconciling accounts
- Assist in record filing
- Prepare payments by accruing expenses; assigning account numbers; requesting disbursements
- Answer accounting and financial questions by researching and interpreting data
- Assist in the payroll process
- Accomplish accounting and organization mission by completing related results as needed

Minimum requirements:

- Bachelor degree in Accounting
- Minimum 1-3 years of experience
- Knowledgeable of Microsoft office
- Familiar with data entry