



Senior Accountant

SAMBA, an Employee Benefit Association located in Rockville, Maryland (www.sambaplans.com) is seeking an experienced Senior Accountant to perform daily accounting tasks that will support our financial team. The association provides health, dental, life and disability insurance plans to active and retired federal employees. The desired candidate will assist in the preparation of financial statements, prepare supporting financial schedules, and reconcile bank accounts. The candidate will be responsible for maintaining complete and accurate accounting records including general ledger entries and maintenance. Versatility is the key to this position. This position reports directly to the Manager of Accounting.

Accounting responsibilities also include:

- Monitor cashflow, web-based banking
- Participation in financial and compliance audits
- Perform Accounts Payable functions periodically
- Assist in preparing required tax filings
- ADP Payroll administration on a rotational basis
- Prepare business insurance policy applications

Human Resource responsibilities include assisting with:

- 401(k) Plan administration
- Flexible Spending Plan administration
- Vets 100A and EEO-1 reporting

All candidates for this position must meet the following minimum requirements:

- Bachelor's degree in Accounting
- 4+ years of related work experience
- Proficiency in Microsoft Excel and familiarity with all other Microsoft Office applications
- Able to obtain government security clearance
- Effective organization and time management skills
- Excellent multitasking skills

The core hours in the office are Monday through Friday, 7am to 3pm. A hybrid work schedule may be considered for the employee if they demonstrate competency and proficiency after 6 months of training. The salary range for this position is 90K – 110K. We offer outstanding benefits including company paid health, dental, life and disability insurance, paid holidays, vacation and sick leave, defined benefit pension plan, 401(k) plan and Flexible Spending Plan. SAMBA is an Equal Employment Opportunity employer.

To apply, send resume and salary requirements to jobs@sambaplans.com. Please reference "Senior Accountant" in the email subject.