



Staff Accountant

SAMBA, an Employee Benefit Association located in Rockville, Maryland (www.sambaplans.com) is seeking an experienced Staff 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. Versatility is the key to this position! This position reports directly to the Assistant Manager of Accounting. Ultimately, the candidate will help our Accounting department run smoothly, ensuring transparency and efficiency in all transactions.

Accounting responsibilities include:

- Assist accounting team with creating and editing financial documents
- Prepare and issue invoices to external partners
- Cash Receipts processing and reconciliation encompassing all forms of payments (checks, electronic funds transfer, credit cards) and preparation of bank deposits
- Perform Accounts Payable functions
- Enter financial transactions into accounting software
- Scan documents providing backup for bank reconciliations and monthly close process
- Maintain digital and physical financial records
- Ability to spot numerical errors and check spreadsheets for accuracy
- Assist with preparation for annual audit

Human Resource responsibilities include assisting with:

- Processing of paperwork related to onboarding, benefits, and terminations
- Scanning of documents into electronic employee files

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

- Bachelor's degree in Accounting or 1 year of related work experience in accounting, finance or relevant field
- Hands-on knowledge of Microsoft Excel and familiarity with all other Microsoft Office applications
- Knowledge of accounting software is a plus
- Highly organized with effective time management skills
- Ability to handle sensitive, confidential information
- Ability to communicate clearly and effectively
- 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 for this position starts at \$70K. 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 "Staff Accountant" in the email subject.