

IMPAQ International, LLC
Junior Accountant Job Description

| Location | City, State Zip | Post Date | Salary Range | Reports to |
|--------------|--------------------|-----------|--------------|------------|
| Headquarters | Columbia, MD 21044 | | Negotiable | Controller |

Overview

IMPAQ International, located near Washington, D.C., is a woman-owned, dynamic, and growing social science research firm providing high-quality consulting and research services, including impact evaluations, policy analysis, and technical assistance to domestic and international government agencies. IMPAQ specializes in designing and implementing research projects to evaluate the effectiveness and cost/benefit of social programs.

Job Profile

IMPAQ is seeking a full-time Junior Accountant with payroll and accounts payable experience. A background using Deltek accounting and project management software, or similar application is desirable. The accounting clerk will work most closely with the IMPAQ CPA to enter, reconcile, monitor and manage payroll, accounting and procurement records. The candidate must also have excellent analytical skills and demonstrate exceptional accuracy and attention to detail.

Responsibilities

- Data entry for Accounts Payable vouchers
- Data entry for semi-monthly timesheets
- Preparation of payroll
- Organization, data entry and reconciliation of payroll, bank statements and procurement purchase orders
- Sort and distribute mail to all departments

Qualifications

Education

- Undergraduate Bachelors Degree in Accounting

Knowledge and Experience

- Accounting, A/P and payroll – 2-5 years combined experience required
- DELTEK GCS Premier Payroll and A/P software experience preferred

Skills

- Excellent attention to detail
- Excellent organizational skills
- Accounting degree preferred
- Knowledge of QuickBooks, Excel preferred

Benefit Notes

IMPAQ offers a highly competitive benefit package including 401K savings and profit sharing plans; medical and dental health plans, holiday and sick leave benefits, life and short term disability insurance. IMPAQ offers a collegial work environment and is an Equal Opportunity Employer.

Application

For consideration, please email your cover letter and resume to app1yon1ine09@impagint.com with “Junior Accountant” in the subject of the email.

Information

For further information about IMPAQ International, please visit our website at www.impagint.com.