



## **STAFF ACCOUNTANT**

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need.

### **SUMMARY**

ACDS is seeking a Staff Accountant to provide a variety of accounting and finance job duties and support for the finance department. Responsibilities 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. This position offers the opportunity to learn and grow in accounting and the housing and community development field.

**LOCATION:** Annapolis, Maryland

**SCHEDULED HOURS:** Full-time 40 hours

### **QUALIFICATIONS**

The Staff Accountant position requires a Bachelor's Degree in Accounting, Finance or a closely related field with three years of experience; which provides the necessary knowledge, skills and abilities. Successful candidates will have demonstrated knowledge of MS Office and Outlook, and basic familiarity with spreadsheet accounting software preferred. The position requires exceptional organizational and analytical skills, detail-oriented approach to tasks, commitment to establishing and maintaining strong communication and people skills.

### **SALARY /BENEFITS**

Salary ranges from low to mid 50's depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

### **HOW TO APPLY**

Please include cover letter to:

Human Resources  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
Or, email to [hresumes@acdsinc.org](mailto:hresumes@acdsinc.org)  
Or, Fax (410) 222-7619

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**Posted September 4, 2018**