

## Accounting Associate

Washington, DC, United States

### Job description:

Provide support for Accounts Payable, Disbursements, and Client Billing functions. This may include time and expenses tracking, verifying and recording, client invoicing, and compiling various support documentation.

### Specific duties:

- Code/enter vendor invoices in the accounting system
- Record cash receipts and disbursements
- Maintain accurate and up to date Accounts Receivable and Accounts Payable ledgers
- Assist in preparing monthly/quarterly invoices that comply with customer criteria and organize adequate support documentation
- Review and process time sheets and expense reports.
- Ensure that financial control procedures and systems are followed
- May assist with other duties as assigned, including assisting project accounting staff with their job functions.

### Competencies:

- Highly organized and detail oriented
- Communicate in a clear, friendly, professional and proactive manner
- Willingness to "dig in" and problem solve where necessary- a Team Player attitude
- Ability to multi – task and meet deadlines
- Ability to work in a fast paced, growing multi entity, multi location international company.
- Familiar with spreadsheet software, **Microsoft GP knowledge a plus.**
- International and foreign currency experience a plus