

Rose Li and Associates, Inc.

Accounting Assistant

Job Description

Rev. July 16, 2019

Rose Li and Associates, Inc. (RLA), a small but rapidly growing professional services firm based in Rockville, MD seeks an Accounting Assistant. The ideal candidate will be an innovative and self-motivated individual with excellent communication skills, who enjoys the challenge of operating in the face of changing business needs. S/he is extremely well organized, able to juggle multiple competing demands, is detail oriented, and exhibits grace under pressure. S/he will provide Accounting/HR support to the Business Manager and general administrative support to the corporate office. Additionally, the Accounting Assistant will be responsible for providing as needed support to the project and program teams in the conduct of small to large size government conferences.

Compensation is competitive and based on experience.

Job Responsibilities

- Support duties related to accounts payable and accounts receivable functions
- Assist with preparation of financial statements and reports
- Analyze financial information in order to identify discrepancies
- Maintain confidentiality of all financial data
- Compile and prepare routine reports and summaries
- Support annual financial review
- Conduct onboarding of new hires
- Assist Business Manager with preparing business proposals in response to requests for proposals (RFPs)
- Provide general office support
- Provide as needed support assisting our conference department with logistics, registration, tracking conference expenses and onsite support
- Perform special projects as directed

Required Competencies and Skills

- Attention to detail
- Excellent organizational skills and ability to prioritize and coordinate multiple work activities in a fast-paced team environment with minimal supervision
- Excellent verbal and written communication skills
- “Can Do” attitude – eager to learn and assist where needed
- Ability to meet deadlines and work independently
- Proficient with MS Office suite

Minimum Qualifications

- Bachelor's Degree preferred or any combination of education and experience in a professional support or customer relations environment
- Working knowledge of GAAP
- 1-3 years' relevant experience
- Government or government contracting experience and knowledge of Federal Acquisition Regulations a plus
- Experience working with Deltek Costpoint a plus
- Must be able to pass a background/credit investigation

About Rose Li and Associates, Inc. (RLA)

Rose Li and Associates, Inc. is a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support. It received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015. With this certification, RLA is growing in size, core competencies, and employee benefits. Therefore, the ideal candidate is excited about being part of a growing enterprise and is passionate about moving science forward, producing quality work, and supporting a team effort.

For more information about RLA, visit our website at <https://roseliassociates.com>.

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.