

Date: March 2020

POSTION: Accounting Assistant

DUTIES AND RESPONSIBILITIES:

- Daily accounts receivable data entry
- Daily bank reconciliations
- Daily processing of customer credit card payments
- Collection of accounts receivable balances
- Providing daily support to members of the Accounting & Finance team

QUALIFICATIONS:

- Associates degree in Accounting or a related field is desired, but not required
- 3-5 years of accounting or related office work experience
- Good working knowledge of Microsoft Office products (Excel, Word & Outlook)
- Very detailed oriented and thorough in work habits
- Confidence to work independently, but also work well within a team environment

GENERAL INFORMATION:

- Full-time, 32 hour per week, salaried position
- Benefits package includes an above market 401(k) and health insurance plan and vacation policy
- Position will be based in our Lanham, MD office

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
4300 Forbes Boulevard, Suite 110
Lanham, MD 20706
E-mail: accounting_asst@woodsholegroup.com

AN EQUAL OPPORTUNITY EMPLOYER