

## **Staff Accountant**

The Staff Accountant will provide records of financial transactions and creates financial reports from that information. The recording of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The Staff Accountant also reconciles accounts to ensure their accuracy.

### **Specific Job Duties:**

- Completes QuickBooks entries for approximately 15-20 clients on a monthly basis.
- Requests data from client via email.
- Follows up with the client on missing materials
- Accounts Payable
- Accounts Receivable
- Journal Entries
- Detailed analysis and preparation of reports
- Payroll, including 1099s and tax reporting
- Record-keeping and data filing
- Bank reconciliations and record-keeping
- Understanding of Notices of Award & Grant Budgets

### **Job Requirements:**

- Bachelor's Degree in Accounting or comparable experience
- 0-2 years experience in accounting.

**About Eva Garland Consulting (EGC):** EGC ([www.evagarland.com](http://www.evagarland.com)) is an INC 5000 fastest-growing company, headquartered in Raleigh, NC. The firm specializes in helping clients secure and manage grant funding to advance their scientific innovations. The company has 50+ full-time employees, is located in a desirable North Hills office tower, and provides an award-winning workplace environment.

As part of our effort to provide and maintain a safe and healthful workplace, Eva Garland Consulting requires new hires to be fully vaccinated against COVID-19. Individuals are considered fully vaccinated 2 weeks after their second dose of the Pfizer or Moderna vaccine, or 2 weeks after a single-dose of the Johnson & Johnson vaccine. New hires will be required to provide proof of vaccination. Individuals seeking an exemption from this requirement for medical or religious reasons will be able to request an accommodation form, which will be evaluated consistent with EGC policy and applicable law.

EGC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.