

Cambridge, a full-service commercial real estate company located in Northern Virginia, has an immediate opening in our Vienna, Virginia office for a:

Position: **Bookkeeper**

Objective: Successful candidates will be very analytical in their approach to financial reporting and reconciliations. Must be willing to question everything. Our goal is to provide our clients with 100% accuracy and the position is our first line of defense.

Job Duties:

Duties include, but are not limited to:

- Full cycle accounting including month-end and year end account reconciliation and journal entries
- Working with general ledger accounts on a daily basis
- Full Cycle accounts payable
- Assist with payroll duties for 6-10 people
- Financial review/auditing for month end and year end reporting;
- Ability to work across multiple accounting periods and experience with both accrual and cash books.
- Possess communication skills and need to be comfortable working with all levels of management and clients.

Education:

Successful candidates will have a bachelor's degree or 3-5 years of relevant experience in all aspects of accounting; Experience with a computerized accounting software is required; knowledge of MRI Accounting software is preferred, but not required. Candidates should have an intermediate level experience with MS Excel. A Minimum of 2 years' experience within MS Office (Word, Outlook) is required.

Compensation/Benefits:

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k) w/ match. We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.