

## **Staff Accountant**

Here at Vulnerability Research Labs we have spent more than a decade becoming a technical leader in cyber security. We became a technical leader in the field because we believe in our mission – to be at the forefront of cyber security and deliver unparalleled capabilities that solve our customer’s hardest problems. We offer the opportunity to work on diverse technologies with hard working developers in an interactive company with a flat organizational structure.

We’re currently seeking a full-time Staff Accountant in our Columbia, MD location, who will report to the Finance Director. This position is responsible for general ledger entries, account reconciliations, cash application, and support of all general accounting activities. S/he is responsible for researching and analyzing accounts, performing general bookkeeping, and analyzing financial data, including month-end, year-end close.

### **Duties and Responsibilities (essential Functions)**

- Assist with the closing process by independently preparing and analyzing accrual and adjusting, recurring monthly journal entries
- Perform detailed balance sheet account reconciliations monthly and as needed
- Reconciliation of company benefit bills and FSA claims funding
- Responsible for all payroll processing and reporting, including entry, submittal, expense reimbursement, paid leave adjustments, pro-rated pay and vacation payout calculations, change management and 401k HSA/FSA 3<sup>rd</sup> party upload
- Accounts Payable duties including recording invoices and payments
- Corporate credit card governance
- Accounts Receivable duties including invoicing customers, verify contract information, applying payment and recording sales orders
- Assist with state and local compliance filings including monthly Sales & Use and Annual Property Tax
- Administration of employee timekeeping system, including updating employee rates, monitoring of timesheet submission, accruals, reconciliations, and adherence to leave policies
- Administration of expense report software
- Administration of fixed asset software
- Administration, tracking, and processing of tuition and health club reimbursements
- Owner of proposal calculator
- Provide data and reports as requested and support for staffing change reporting including set-up/terminating in the system(s), password resets, and changes
- Perform special projects and ad hoc tasks across key areas of organization
- Other duties as assigned

### **Job Requirements And Qualifications**

- Bachelor’s degree, with emphasis in Finance or Accounting preferred
- Minimum of 4 years of relevant experience
- Minimum of 2 years of payroll processing experience
- Extensive QuickBooks knowledge
- Extensive Paychex knowledge
- Proficiency in Excel for monthly reporting

- Self-starter, strong communication skills required
- Excellent organizational skills and attention to detail

**Things we like best about VRL:**

- The chance to work with the best in the business
- Minimal time in meetings
- The ability to go to conferences and training
- Real offices with doors and desks
- A well-stocked pantry with food and beverages
- Most of all: interesting and challenging work and a great team to work with!

Qualified candidates should send their resumes to: [careers@vrlsec.com](mailto:careers@vrlsec.com). To learn more about VRL, please visit our website: <https://www.vrlsec.com/>.

*VRL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class.*

Please, no third-party firms.

[EEO is the Law](#)