

## CORPORATE STAFF ACCOUNTANT

*Do you enjoy analyzing data? Are you able to learn and grow? Can you help keep us safeguarded?*

MRP is seeking an Accountant in Center City Philly at [1818 Market Street, Phila., PA 19103](#) to prepare financial statements and be developed to oversee our budgeting and forecasting process in the future.

You should be reliable and good at math and be able to communicate effectively with senior management and various departments. We also want you to be detail-oriented, and accurate.

### Responsibilities

- Prepare accounting related entries and assist with budget compilation
- Prepare for external auditors and provide detailed explanations for the major accounts
- Oversee AP activities to ensure accuracy and timeliness of invoice creation and entry
- Regularly maintain detailed reconciliations of all balance sheet accounts
- Provide detailed analyses and explanations for the major accounts statements
- Gather financial data and ledgers and consolidate and analyze financial statements
- Prepare budgets and monitor expenditures and handle closings
- Manage periodical reporting and analyze finances to determine risks and forecasts
- Advise management on how to resolve cost-related issues
- Supervise contractors as needed

### Requirements

- 2 or more years' of Accounting experience, working as a Staff Accountant.
- Excellent knowledge of GAAP, risk analysis, budgeting and forecasting
- Proficient in MS Office (especially Excel) and finance software.
- An analytical mind with problem-solving aptitude and excellent communication skills
- Good organizational skills and leadership potential traits
- BSc/BA in Accounting, Finance or related field; CPA certification is a plus.

To Apply: Please send your resume directly to [jobs@mrpfd.com](mailto:jobs@mrpfd.com) – Thank you!