

ACCOUNTING SPECIALIST

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

Under general supervision, performs a variety of assigned duties of an account specialist that includes:

1. Assists in executing all financial transactions including accounts payable, accounts receivable, travel vouchers, reconciliation, and others.
2. Provides administrative and transactional support to Finance/ Accounting Specialists, and Budget Analysts.
3. Establishing, fostering, and maintaining professional and collaborative relationships.

Required Qualifications:

- Requires a high school degree and 0 to 5 years' experience.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays