

Accounting and HR Manager

Public Strategies Washington (PSW) is seeking candidates for an Accounting and HR Manager position. This position would maintain all accounting practices and human resource functions.

The annual salary range starts at \$70,000 commensurate with experience and includes healthcare and benefits.

Principal Duties and Responsibilities

- Prepare, review and submit payroll and expense reimbursements on a biweekly basis.
- Manage invoicing including preparing and issuing monthly invoices, managing related correspondences, and monitoring receivables to ensure that payments are up to date.
- Managing accounts payable and all bank relations.
- Summarize current financial status by collecting information and preparing balance sheet, income statement, tax information, and other reports for management on a regular basis.
- Updating budgets on a regular basis, including ongoing review of pricing with management.
- Oversee HR functions including onboarding new hires, terminations, filing any necessary claims, and maintaining accurate and up to date confidential personnel files.
- Managing benefits for employees including insurance and 401k.
- Managing vendor relationships.
- Other operational duties as necessary.

Requirements

Candidates should have a bachelor's degree in accounting, finance, business administration or related field with 3+ years of accounting/benefits administration experience. A CPA license is preferred.

Candidates must have a solid understanding of basic accounting principles and bookkeeping experience managing payroll, benefits, and financial reporting. Experience with QuickBooks is required. The ideal candidate will have excellent interpersonal and organizational skills, as well as ability to take initiative and work in a fast-paced environment with tight deadlines and targets. Candidates must be able to maintain a high level of confidentiality and discretion. A working knowledge of DC business license requirements and HR laws is preferred. Candidates must have the ability to manage multiple projects simultaneously.

This position is a hybrid position and time will be split between our Washington, DC office with the option to work some days remote.

How to Apply

Interested candidates should send a brief cover letter and resume to Patrick O'Neill at poneill@psw-inc.com subject line: Finance and HR Manager. We strongly encourage candidates with diverse backgrounds to apply.

About PSW

PSW is a nationally respected, democratic-led government relations firm that designs and executes plans to help clients navigate the federal policy-making process. PSW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind in the hiring process based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristics as outlined by federal and DC laws.