



Staff Accountant

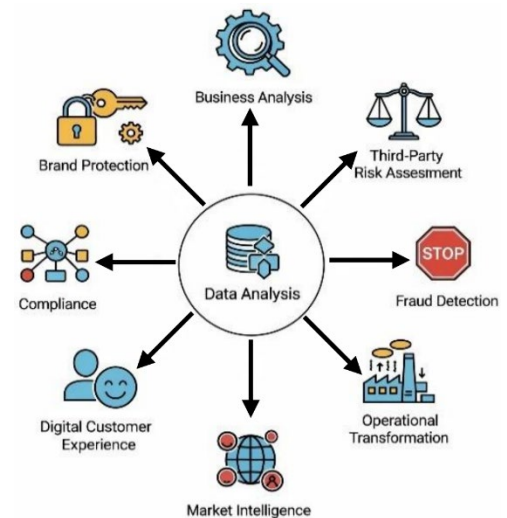
Aegis Mobile, LLC
Offices in multiple locations
in the Washington, D.C. and
Mobile, AL areas

Aegis Overview

Aegis operates at the intersection of data science and global brand integrity. We build proprietary intelligence systems that protect telecommunications companies from fraud, channel abuse, and partner risk — and we do it at scale, in real time, across multiple continents.

Aegis utilizes the most sophisticated Internet and mobile web surveillance and capture tools available today to deliver:

- Business Analysis and Analytics for Brand Protection and Compliance
- Third Party Partner Risk Assessment, Onboarding, and Monitoring
- Fraud Detection and Prevention for the Digital Customer Experience
- Market Intelligence
- Operational Insight and Transformation



Aegis Solutions

Aegis provides multi-level investigative solutions to its clients through proprietary software tools that integrate and transform data into actionable information with intuitive user interfaces and dashboards.

The Company operates two highly focused business units:

- Brand Protection and Compliance
- Multi-source Business Intelligence and Analytics

Every solution implementation is customized and integrated to meet the individual customer's processes and objectives. In our brand and partner protection products and services, we “connect the dots” using proprietary software to create insight as well as partner and program visibility across business channels to improve performance, risk mitigation, profitability, revenue optimization, and management efficiency. We integrate our customers' data with open-source information from across the Internet to deliver customized, actionable, world class business intelligence.

Position: Staff Accountant

Need Statement

Aegis seeks to hire a detail-oriented and dependable Staff Accountant to support the Company's finance and administrative operations. The position requires strong accounting fundamentals, sound judgment, discretion with confidential information, and the ability to maintain accurate financial records while supporting core accounting, reporting, reconciliation, payroll-related coordination, and administrative finance functions in a small, growing, multi-entity organization. This position is based in any one of Aegis Mobile's offices in Tysons Corner, VA, Mobile, AL, or Columbia, MD, with the potential for hybrid or remote work.

Job Summary

This position reports directly to the Chief Financial Officer and is primarily a remote position based in the Maryland area, with the expectation that the employee will be available to attend in-person meetings at Aegis Mobile's Columbia, Maryland office as needed.

The Staff Accountant supports the day-to-day accounting and financial operations of Aegis Mobile and its subsidiaries, including accounts payable, accounts receivable, general ledger activity, customer billing, payments, deposits, account reconciliations, and month-end and year-end closing activities. The role also includes payroll-related accounting coordination, benefit deduction reconciliation, contractor payment support, and the maintenance of accurate, audit-ready financial records. As Aegis continues to grow internationally, the Staff Accountant will assist with multi-entity accounting, intercompany transactions, and reconciliations. The position will also prepare supporting schedules, reconciliations, and documentation for annual financial audits, assist with responding to auditor requests, and help strengthen accounting processes, documentation, and internal controls.

Key Responsibilities

- Support daily accounting operations, including accounts payable, accounts receivable, general ledger entries, and routine financial transactions.
- Prepare, review, code, and process vendor invoices, employee expense reports, and related documentation in accordance with Company policies.
- Support customer billing and follow up on outstanding accounts as needed.
- Perform bank, credit card, general ledger, and intercompany reconciliations on a regular basis.
- Assist with payroll-related accounting coordination, benefit deduction reconciliation, contractor payment support, and related recordkeeping.
- Maintain accurate and organized accounting records, supporting documentation, and audit-ready files.

- Assist with monthly, quarterly, and year-end close activities, including journal entries, accruals, prepaid expenses, fixed assets, account reconciliations, account analysis, and supporting schedules.
- Prepare routine reports, spreadsheets, reconciliations, and variance explanations for management review.
- Prepare supporting schedules, reconciliations, reports, and other documentation for annual financial audits and assist in responding to auditor information requests.
- Support accounting activities for Aegis Mobile and its international subsidiaries, including intercompany transactions and reconciliations.
- Help ensure accounting processes follow internal procedures, confidentiality expectations, and applicable legal and regulatory requirements.
- Identify opportunities to improve accounting workflows, documentation, and internal controls.
- Perform other finance, accounting, and administrative duties as assigned.

Expectations

- Maintain accuracy, professionalism, confidentiality, and discretion when handling financial and employee-related information.
- Communicate clearly and professionally with internal staff, vendors, customers, and leadership.
- Manage competing deadlines, recurring accounting cycles, and time-sensitive requests effectively.
- Work independently while collaborating with Finance, Administration, Human Resources, and other departments as needed.
- Demonstrate sound judgment, attention to detail, and a willingness to learn and improve processes.

Basic Qualifications

- Bachelor's degree in accounting is preferred. Finance, Business Administration, or a related field, or equivalent relevant experience also considered.
- Three or more years of accounting, bookkeeping, finance, or related experience.
- Working knowledge of basic accounting principles, account reconciliations, accounts payable, accounts receivable, and general ledger activity.
- Proficiency with Microsoft Office, including Word and Outlook.
- Strong organizational skills, attention to detail, and ability to maintain accurate records.
- Ability to handle confidential information with professionalism and discretion.
- Strong written and verbal communication skills.

Preferred Qualifications

- Experience using QuickBooks, Paychex, or other accounting, payroll, or financial systems.

- Familiarity with month-end close processes, audit support, financial reporting, and internal controls.
- Experience working in a multi-entity organization, including parent/subsidiary structures, intercompany transactions and reconciliations, and accounting for foreign currency transactions and exchange rate differences.
- Experience supporting payroll coordination, benefits-related reconciliations, etc.
- Strong working knowledge of Microsoft Excel, with experience using formulas, lookups, pivot tables, and other Excel tools for accounting reconciliations and financial analysis.
- Experience working in a small-to-mid-sized technology/professional services environment or similar environment.

Additional Requirements

- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification process upon hire. **Aegis is unable to provide employment sponsorship for this position.**
- All people hired are required, without exception, to pass a criminal background check and a drug screen
- Candidates may be asked to provide references

Why You Want to Work with Aegis:

Aegis is an innovative, diverse, and dynamic company with tightly woven teams constantly exploring new ways to produce advantages for our clients. With offices in Virginia, Maryland, and Alabama, we provide opportunities to work in a variety of settings and use the collaborative brainpower around you to ask and answer interesting questions. You can expect to see the solutions you develop rapidly incorporated into our world class products and services that are critical to the global telecom industry. We have a broad range of backgrounds and interests: experts in fields such as finance, real estate, politics, naval engineering, law enforcement, and even professional equestrian sports come together to make an intriguing and educational work environment. We offer excellent benefits and competitive salaries. Find out more at www.aegismobile.com.