

Job Title: Staff Accountant
FLSA Status: Exempt
Department: Tax
Reports To: Immediate Supervisor, who may be Senior Accountant, Manager or Tax Director

Summary: This is an entry-level trainee position. An individual at this level takes direction from others, utilizing their educational background. Position is responsible for a wide variety of tax related functions. Individual is responsible for understanding how current tax developments in their area affect the Firm's clients. Individual is responsible for suggesting, designing and/or reviewing tax practice forms, which could include internal checklists or tax forms; computerized practice aids that improve quality, efficiency and profitability.

Essential Duties:

- Preparation of individual income tax returns.
- Preparation of non-complex corporate and fiduciary income tax returns.
- Compilation of data for return preparation.
- Basic research of simple items affecting income and deductions.

Job Qualifications:

- Minimum of a Bachelor's degree in Accounting.
- Zero to three years of prior public accounting experience, or equivalent.
- Certified Public Accountant or working towards certificate.

Skills:

- Proficient computer ability relative to Microsoft office suite, spreadsheets, tax preparation software, trial balance software, time entry, word processing, and internet research.
- Knowledge of professional pronouncements such as FASB, SAS, GAAS, and GAAP.
- Understanding of the general ledger accounting structure.
- Ability to analyze and reconcile accounting data.
- Possession of strong organizational and detail-oriented skills.
- Effective written and verbal communication skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with partners, staff members, and clients.

Essential duties of all professional team members:

- Follow regulations and professional ethics of the AICPA and state society.
- Respond to existing client inquiries and requests within one business day.
- Adhere to engagement budget constraints and complete assigned tasks within the time requested.
- Strive to attain realization goals.
- Conduct oneself in a professional manner at all times.
- Follow Firm procedures as outlined in employee handbook.
- Maintain confidentiality of the firm and its clients at all times.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- Possess and articulate a general understanding of various services the firm provides to current and prospective clients.
- All other duties as assigned by management.