

## Job Posting – Staff Accountant

You will work on a broad range of accounting and tax assignments for individuals, small businesses, and nonprofit organizations.

Responsibilities include:

- Accounting, bookkeeping and client advisory related tasks
- Compilations and financial statement preparation
- Prepare tax returns
- Tax research & planning
- Forensic accounting

Qualified candidates must meet the following requirements:

- Bachelor's degree in Accounting.
- Minimum of 3 years of accounting experience, preferably in a public accounting environment.
- Knowledge of accounting principles and tax regulations and QuickBooks.
- High level of proficiency in an IT environment including knowledge of Microsoft Office, accounting and tax programs.
- Ability to function as part of a team yet work independently, handle multiple tasks concurrently with ease and professionalism, and task oriented.
- Other key skills include: strong communication, customer service oriented, adaptable, and interpersonal skills.
- Must be able to work overtime during high peak tax season

We are a progressive firm offering competitive salary and benefits. If you are interested in a challenging and rewarding career, please submit your resume at [info@parms.com](mailto:info@parms.com) with a cover letter.

No recruiters or third-party agencies.