# Job Posting – Staff Accountant

We are a downtown CPA firm currently seeking an accounting professional with 3 - 5 years of accounting and tax experience for a full-time position as an accountant in our tax and emerging business department.

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 aprogressive firm offering competitive salary and benefits. If you are interested in a challenging and rewarding career, please submit your resume with a cover letter.

No recruiters or third-party agencies.