

Job Title: Staff Accountant

FLSA Status: Exempt

Department: Audit

Reports To: Partner

Supervisory Responsibilities: No direct supervisory responsibilities.

Summary: This is an entry-level trainee position. An individual at this level takes direction from others, utilizing their educational background, and has occasional contact with lower members of the client staff. Position is responsible for providing general audit input and evaluating business processes and functions for effectiveness, internal control adequacy, accuracy of financial records, and efficiency of operations. Performance is judged on the quality of work, application of accounting knowledge, and ability to meet time constraints.

Billable Hours Goal: 1500

CPE Requirement: 40

Essential Duties:

- Perform all aspects of client fieldwork relating to auditing engagements under the direct supervision of the senior team members and above.
- Possess and apply a solid understanding of accounting principles as they relate to individual client assignments.
- Prepare and index working papers.
- Perform various procedures established under GAAP to verify accuracy and validity of client's financial matters.
- Review, document, and test internal controls.
- Develop, complete, and document fieldwork testing.
- Possess a general understanding of various services the firm provides and articulate them to clients.
- Follow regulations and professional ethics of the AICPA and CSCPA.
- Respond to existing client inquiries and requests within one business day.
- Assist in the planning of an engagement by drafting or preparing confirmations, engagement letters, planning letters, and setting up files.
- 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 the 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.
- All other duties as assigned by management.

Education and Experience:

- Minimum of a Bachelor’s degree in Accounting and zero to three years of prior public accounting experience, or equivalent.
- Certified Public Accountant or working towards certificate.
- Continuing professional education.

Skills:

- Proficient computer ability relative to administrative programs, spreadsheets, tax preparation software, trial balance software, time entry, word processing, and internet research.
- Knowledge of professional pronouncements such as FAS, SAS, GAAS, and GAAP.
- Understanding of the general ledger accounting structure.
- Ability to analyze and reconcile accounting data.
- Strong interpersonal skills.
- Effective written and verbal communication skills.
- Accurate, organized, and timely work habits.