

**Job Title:** Staff Accountant

**FLSA Status:** Exempt

**Department:** Tax

**Reports To:** Immediate Supervisor, who may be Senior Accountant, Manager or Tax Director

**Summary:** 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.

**Billable Hours Goal:** 1500

**Annual CPA CPE Requirement:** 40

**Annual Salary Range:** \$40,000 - \$60,000 DOE

**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.