



## **Staff Accountant Job Description**

### **Areas of Accountability**

- Prepare write ups
- Bank reconciliations
- Payroll/Sales tax
- Analyze and prepare quarterly reports/returns
- Assist with various engagements including audits, reviews and compilations under direct supervision
- Journal entries
- Basic understanding of financial statements
- Basic tax research
- Prepare basic 1040 returns
- Minor client communication
- Comfortable in a team environment with changing priorities and time deadlines

### **Qualifications**

- 0-3 years experience
- Accounting degree
- Working towards CPA certification

### **Knowledge and Skills**

- Proficient in Microsoft Office applications, including working knowledge of firm's tax and accounting software and application
- Basic knowledge of GAAP and GAAS standards
- Effective written, verbal and interpersonal skills
- Encouraged participation in civic or professional organizations