



## Job Description: Senior Accountant

### **Definition:**

Senior accountants have demonstrated abilities to carry out duties of staff accountants and handle other, more complex situations and engagements. Senior Accountants demonstrate leadership qualities, effective communication, and a strong commitment to the firm. Senior Accountants begin to assume supervisory roles and delegates work effectively, while increasing contact with clients.

### **Reporting to:**

Accounting Manager and President

### **Hours:**

Part Time to Full Time, flexibility in summer months, overtime required during tax season, remote working options available

### **Compensation:**

Based on qualifications and experience, average range \$65k-\$85k annually

### **Performance Expectations:**

Senior accountants are expected to perform those duties and expectations of a staff accountant, plus:

- Perform assigned tasks with little supervision
- Handle multiple client tasks simultaneously, accurately, and efficiently, while still meeting deadlines
- Accept increasing responsibility for engagements, business correspondence, and some research with little input from supervisor
- Make basic decisions regarding routine work without supervisor's input
- Identify problems early in engagements and deal with such problems in a prompt and efficient manner
- Begin developing client relations in routine engagements, keeping in mind the need to bill additional services and to attract new business to the firm

### **Assignments:**

Senior accountants will be responsible for all assignments made by their supervisors. These tasks may include:

- All tasks performed by staff accountants
- Financial statements, tax returns, compilation and review accounting engagements, and estate and trust engagements as experience increases, under supervision
- Prompt and organized research on some engagements
- Strong understanding of the financial statement recap analysis noting key points and variances with expanded understanding of ratios

- Supervising staff on engagements and delegating duties
- Participating in several engagements simultaneously
- Preparing engagement budgets and communicating and monitoring those with staff

### **Professional Development:**

Senior accountants are expected to develop professionally by:

- All professional development by staff accountants
- Working with supervisors on assigning work to staff accountants while demonstrating leadership of staff accountants
- Being conscious of the importance of new business and of selling new services to existing clients
- Improving relationships with existing clients
- Representing the firm through involvement in civic, business, and professional organizations
- Being increasingly aware of the firm's administrative policies and beginning to develop suggestions for policy improvement
- Participating in administrative activities such as department budgets, staff evaluations, recruiting and developing office policy

### **Educational Requirements:**

Senior Accountant should possess a minimum of a B.A. degree in accounting, work experience, demonstrated knowledge of basic accounting principles, and proficiency in related computer software. Strong communication and interpersonal skills with growth in supervisory and management skills.

### **What makes an ideal candidate?**

*Senior Accountant Requirements:*

- Pursuing or completed BA degree in accounting
- 3-4 years' experience in public accounting or equivalent work
- Ability to communicate verbally and in writing
- Social Media use with LinkedIn, Facebook, etc.
- Networking ability & awareness of representation of the firm
- Working knowledge of Quickbooks, ability to obtain certification

\*Preferred candidates will have:

- Experience with tax preparation software (such as Ultra Tax), small business accounting programs (such as QuickBooks) financial statement write up software (Such as Accounting CS) and client database and workflow systems (such as OfficeTools).
- Experience in reviewing staff's financial statement preparation and possibly a desire to move to Accounting/Corporate Tax Manager

### **Notes**

Every employee works for Gray CPA, Inc., not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interests of the firm, even if doing so requires actions or responsibilities not listed in the above job description. This job description is provided for informational purposes only and is subject to revision by management when client service needs change.