



# Job Description: Staff Accountant

## **Definition**

Staff accountants are entry-level employees with an educational background in accounting, financial statement preparation, auditing, tax preparation and tax law.

## **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 \$45k-\$60k annually

## **General Expectations:**

Staff accountants are expected to:

- Complete tasks assigned to them by their supervisor
- Develop efficient work habits — work must be accurate, organized and prompt
- Practice effective communication, both with staff and clients, when completing all tasks
- Recognize how assigned tasks affect the final work product
- Complete financial statement recap analysis noting key points and variances
- Follow regulations and professional ethics of the AICPA and the state society
- Keep current on all professional pronouncements, such as SFAS and SAS
- Maintain client and firm confidentiality
- Behave professionally while demonstrating courtesy and friendliness
- Follow the firm's procedures and comply with the policies outlined in the personnel manual
- Identify problem areas in the engagement and discussion with the supervisor-be proactive

## **Assignments:**

Staff accountants will be responsible for all assignments made by their supervisors. Tasks may include the following:

- Compilation and Review accounting engagements, including the preparation of financial statements, with adjusting journal entries and coherent work papers
- Tax return preparation, both entities and personal
- Computer software applications
- Filing tax law changes
- Responding to Agency notices
- Tracking workflow for status updates and client reminders
- Interacting with clients, referral sources, and staff

- Other tasks assigned by the supervisor

### **Professional Development:**

Staff accountants are expected to develop professionally by:

- Participating in continuing professional education
- Accepting additional responsibility
- Representing the firm and promoting its image by attending local professional and business organization functions
- Learning new technology the firm introduces into the work environment

### **Educational Requirements:**

Staff Accountants should possess a minimum of an Associate's degree in accounting, work experience, demonstrated knowledge of basic accounting principles, and proficiency in related computer software

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

Staff Accountant Requirements:

- Associates degree in accounting, possibly continuing into BA program
- 2-3 years' experience in public accounting or equivalent work
- Ability to communicate verbally
- Desire to be a part of a team and help create solutions
- Ability to learn Quickbooks
- Courteous and friendly

\*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).

### **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.