



Title	Entry Level Staff Accountant (CPA Candidate)
Classification	Full Time
Reports to	Managers & Partners

Summary of Responsibilities

The entry level staff accountant is responsible for completing assigned work in a timely and accurate manner and to be an enthusiastic learner. Key accountabilities for this position are:

1. Maintain targeted level of performance
2. Adherence to company procedures and policies
3. Continuous learner
4. Client satisfaction

Staff accountants will be provided a wide range of work assignments in all aspects of accounting, including tax, accounting and auditing and consulting. Candidates should be results-oriented problem solvers who embrace change and enjoy challenges.

Essential Functions

1. Accurate and timely completion of assigned work
2. Adherence and compliance with firm processes
3. Continuous learning and personal development
4. Follow up of assigned work with managers

Educational Requirements

1. The position requires a college degree, with desire to obtain CPA license.
2. Annual continuing education requirements must be met.

Working Conditions

Normal office hours are 8:00a.m. to 5:00p.m. Monday through Friday. Additional hours will be needed as necessary based on workload. Flexible work arrangements may be considered.

Competitive salaries and benefits offered.