



TITLE: STAFF ACCOUNTANT
(CPA Candidate)

CLASSIFICATION: Full Time

REPORTS TO: Managers and Partners

Summary of Job Description:

Staff accountant will be provided a wide range of work assignments in all aspects of public accounting, including tax preparation, financial statement audits, reviews and compilations, and consulting. Candidates should be results-oriented problem solvers who can work in a fast-paced multi-tasking environment and who embrace change and enjoy challenges.

Key Accountabilities:

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
5. Client satisfaction

Educational and Professional Requirements:

The position requires 3 – 5 years of work experience in the accounting industry and a college degree in business/accounting with desire to obtain a CPA license.

Working Conditions:

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

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