

Staff Accountant

Are you currently on track to complete your 150 credit hours in 2023? Then jump-start your accounting career with us! We are a 10-person CPA Firm located in Rochester NY and due to expansion, we are looking for entry level Staff Accountants. Our practice has a broad range of business and personal tax returns with a client base consisting of audit, review, compilation, business valuation, estate & succession planning, and retirement design. You will have significant exposure to the Partners.

This person would provide timely, accurate and reliable completion of client engagements, while ensuring delivery is consistent with partner and client expectations. This role requires the ability to work in a client focused environment and to provide outstanding client support by asking the right questions, being an effective listener, and providing creative, consultative business solutions.

Benefits:

You will be rewarded with competitive salary and bonuses, PTO, generous health benefits, SIMPLE IRA and summer hours. Our practice is an inclusive, comfortable, and a collaborative place to work, cognizant of a work-life balance. Once fully trained, there is the possibility of a hybrid schedule. There is the potential for significant long-term growth opportunities for the right candidate.

Job responsibilities include but are not limited to:

- Assist in the preparation of financial statements/tax returns in addition to other accounting/audit assignments.
- Effectively apply technology tools and software in assigned areas.
- Recognize and proactively support the fact that the firm is in the business of providing quality client service.
- Anticipate problems and issues and keep the senior/manager informed of engagement/project status.
- Comply with firm practice management and quality control procedures and systems.
- Develop awareness of budget constraints vs. quantity of work needed on files.
- Contribute to fostering an environment of teamwork.
- Maintain and promote ethical and firm values in conducting internal and external business activities.
- Prepare complex client correspondence including recommendations, technical issues, and responses to taxing authorities.

Objectives

- Become familiar with the firm's policies and procedures.
- Learn the rules, regulations, and code of professional conduct of the AICPA.
- Prepare clear and concise working papers.
- Prepare meaningful and well written recommendations for inclusion in client correspondence.
- Demonstrate the ability to identify issues and apply accounting principles and auditing procedures.
- Prepare financial statements.
- Prepare tax returns (as applicable)
- Work independently on bookkeeping and account reconciliations both in the office and at client location
- Develop positive working relationships with clients.
- Develop an ability to effectively respond to questions from supervisors and clients.
- Strengthen ability to actively listen and question appropriately to gain full understanding.
- Effectively apply technology tools in assigned areas.

Required Qualifications:

*Minimum of a Bachelor of Science in Accounting

- Computer proficiency and ability to effectively use firm technology
- Skilled in Microsoft Office suite
- Must have excellent verbal and written communication skills; i.e. client presentations, industry articles, etc.
- Exceptional customer service skills
- Ability to work outside of normal business hours at peak client service delivery times
- Desire to seek involvement in professional and community organization
- Ability to develop and sustain business relationships for the purpose of increasing the firm's client base
- Ability to be autonomous and to handle and manage multiple priorities
- Strong organizational, problem-solving, and analytical skills

Hours of Operation:

- Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.
- Summer hours are Monday through Thursday 8:00 a.m. to 5:00 p.m. and closed on Fridays.
- It is critical to have the ability to work additional hours as required during the busy season.

Our Company offers the opportunity to work with many great local clients with complex tax and financial reporting issues. Your work here will truly make a difference!

Kindly submit resume and cover letter to info@welkercpas.com