

Reed, Quinn & McClure

<https://rqmcpa.com/job/senior-accountant/>

Senior Accountant – Job Description

Description

This is a great opportunity for an enthusiastic, recent accounting graduate with 2+ years of work experience in a public accounting firm. This is an onsite position, ideal for someone who wants to receive broad exposure to the entire accounting and tax cycle. The candidate must be experienced in QuickBooks Desktop, QuickBooks Online and Microsoft Excel.

This individual is a proactive self-starter with a strong work ethic, a desire to grow professionally and the ability to work with minimum supervision, meet deadlines and adjust to multiple work demands. The selected candidate will be working in a challenging and motivating team environment for a company that is known for the high quality and service they provide to their clients and community.

This individual is well-spoken, polished, professional in manner and appearance, detail oriented with multi-tasking ability, strong work ethic, a desire to grow professionally and be a team player.

Responsibilities

- Performing accounting functions to include: reconciliations, recording and adjusting general journal entries, analyzing accounts, fixed assets and depreciation and completing trial balance to prepare tax returns
- Preparing financial statements
- Preparing personal and corporate tax returns
- Analyzing IRS notices and drafting responses
- Contributing to the client service team by providing attentive service
- Preparing sales tax returns
- Preparing business personal property tax returns
- Preparing Forms 1096 and 1099

Qualifications

- Bachelor's degree in Accounting
- Master's Degree and or CPA preferred
- 2+ years current experience in a public accounting firm
- QuickBooks experience
- Payroll tax, sales tax and income tax preparation experience
- Strong computer and technical skills including, Microsoft Office Suite (Excel, Word and Outlook)
- At least one year of experience using computerized tax preparation and tax research software
- Little to no travel required
- Strong verbal and written communication skills
- Eagerness to learn and work in a team-oriented environment
- Ability to meet deadlines and work in a fast-paced environment
- Ability to multi-task, think independently and problem solve
- Excellent references

Hiring organization

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Employment Type

Full-time

Date posted

March 20, 2025