



## Job Description – Staff Accountant

<b>Job Title:</b>	Staff Accountant	<b>Job Category:</b>	Professional
<b>Location:</b>	Des Moines, WA	<b>Type:</b>	Full Time
<b>Experience:</b>	1-2 Years	<b>Reports To:</b>	Managing Partner

### General Purpose of the Job:

Assist managing partner with day to day operations. Provide general accounting, bookkeeping and payroll services for a number of clients.

### Admin Duties & Responsibilities:

- Greet clients in a professional manner when they enter the office
- Help answer phone calls and assist with client questions
- Schedule appointments
- Scan source documents used in the preparation of tax returns into the system

### Accounting/Bookkeeping Duties:

- Categorize and input client income/expenses into various accounting software
- Reconcile bank accounts on a monthly basis for bookkeeping clients
- Prepare JV's and input journal entries into general ledger
- Prepare and review financial statements
- Process payroll for various companies and ensure payroll tax payments are scheduled timely
- File required reports with various federal and state taxing authorities on a monthly, quarterly and annual basis
- Process W-2's and 1099's at year end

### Required Knowledge, Skills and Abilities:

- Effective communication skills
- Basic knowledge of accounting and bookkeeping
- Basic knowledge and understanding of double entry accounting system
- Attention to detail and accuracy
- Must be able to meet deadlines
- Ability to independently organize and complete work in a quick, efficient and thorough manner

### Preferred Qualifications:

- BA in accounting or Accounting Certificate
- QuickBooks Proficient
- Microsoft GP Proficient
- Skilled in Microsoft Office