



Job Description – Staff Accountant/Tax Preparer

Job Title:	Staff Accountant	Job Category:	Professional
Location:	Des Moines, WA	Type:	Full Time
Experience:	1-3 Years	Reports To:	Managing Partner

General Purpose of the Job:

Assist managing partner with day to day operations. Meet with clients regarding tax issues as well as prepare a variety of tax returns. Provide general accounting, bookkeeping and payroll services.

Admin Duties & Responsibilities:

- Help answer phone calls and assist with client questions
- Help schedule appointments

Federal Tax Duties:

- Prepare various federal tax returns
- Perform tax planning
- Perform tax research engagements

Accounting/Bookkeeping Duties:

- Organize and categorize client raw financial data
- Reconcile bank accounts monthly
- Prepare JV's, post journal entries to GL, and prepare/review financial statements
- Process payrolls and submit payroll tax payments
- File required reports with various federal, state and local taxing authorities

Required Knowledge, Skills and Abilities:

- Effective communication skills
- Basic knowledge of accounting and bookkeeping
- Basic knowledge of Federal Tax Law
- Accuracy and attention to detail
- Must be able to meet deadlines
- Punctual
- Ability to independently organize and complete work in a quick, efficient and thorough manner
- Skilled in Microsoft Office

Preferred Qualifications:

- BA/BS in accounting or Accounting Certificate
- QuickBooks proficient
- Microsoft GP proficient