



BUMPERS & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Position Description: Staff Accountant

Position Function: Provides exceptional service to clients through tax preparation, audit, financial reporting and other related public accounting projects. Supports and embodies the firm's mission and objectives.

Primary Duties

- Effectively communicates with clients, staff, managers and partner – asks questions and seeks assistance with tasks or projects when needed
- Works efficiently and effectively to balance high quality client service and an appropriate quantity of billable hours for the firm
- Manages a varied workload and diverse group of clients
- Strives to complete projects and tasks on time and within budget
- Prepares individual, corporate, partnership, non-profit and trust returns
- Completes bookkeeping engagements as requested
- Prepares financial statements
- Assists partners and managers with audit fieldwork
- Completes firm required CPE, and strives to stay on the forefront of accounting developments, legislation and practice
- Researches tax and accounting issues
- Records time and project task details and notes in an accurate and thorough manner
- Continuously looks for new ways to provide the best quality service for clients and makes recommendations for clients to firm management
- Represents the firm's core values and conducts all firm activities in a professional manner
- Handles increased workloads/schedules during tax season and as needed for projects during the year
- Other duties as assigned

Requirements

Skills: Developing Standards, Analyzing Information, Dealing with Complexity, Problem Solving/Creative Thinking, Reporting Research Results and Drawing Conclusions, Attention to Detail, Confidentiality, Thoroughness, Adaptability, Teamwork, Understanding of GAAP, Ability to Learn New Technology and Ability to Prioritize and Handle Multiple Projects Simultaneously

Education: Minimum Bachelor's Degree in Accounting, or related degree, with intent to meet the 150 CPA credit requirement

Computer Training and Experience: QuickBooks, Microsoft Excel, Word and Adobe PDF competency, experience with ProSystem fx Engagement and Tax, preferred

Certifications: CPA designation either in process or as a future goal

Prior Work Experience: Internships or work experience in public accounting preferred, experience with tax returns a plus