**ACCOUNTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Citadel Enterprises

**Address**: 100 Main Street, Suite 500, Boston MA, 02129

**Phone**: (555) 555-5555

**E-Mail**: staff@citadelenterprises.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Accountant (CPA)

**Reports to**: Jon Smith

**Job Location**: Remote

**Start Date**: September 1st, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 35 Hours per week

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| **JOB DESCRIPTION** |

Citadel Enterprises needs a corporate accountant with at least 5-10 years’ experience in the field. The accountant will answer directly to the board of directors and will be expected to oversee at least two (2) junior accountants under their position.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Preparing bookkeeping
 | * Creating financial reports
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| * Making company budgets
 | * Maintaining records
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| * Preparing and filing taxes
 | * Auditing quarterly reports
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| * Overseeing all company financials
 | * Offering future revenue forecasts
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree
 | * CPA license
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| * Five (5) years’ experience
 | * Knowledge of tax software
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| * Previous management of junior accountants
 | * Can work in hectic periods (tax season)
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