

# ACCOUNTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** Citadel Enterprises

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

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

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

## EMPLOYMENT ELIGIBILITY

**Job Title:** Accountant (CPA)

**Reports to:** Jon Smith

**Job Location:** Remote

**Start Date:** September 1<sup>st</sup>, 2021

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

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

## 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.

## RESPONSIBILITIES AND DUTIES

- Preparing bookkeeping
- Making company budgets
- Preparing and filing taxes
- Overseeing all company financials
- Creating financial reports
- Maintaining records
- Auditing quarterly reports
- Offering future revenue forecasts

## QUALIFICATIONS / REQUIREMENTS

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

