**STAFF ACCOUNTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: 123 ACCOUNTING

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: 123ACCOUNTING@123ACCOUNTING.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: STAFF ACCOUNTANT

**Reports to**: FLORA SMITH

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

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

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

123 Accounting is seeking a staff accountant with 3-5 years’ experience in the field.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Monitoring legal compliance
 | * Reconciling accounts
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| * Preparing balance sheets
 | * Maintaining schedules
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| * Preparing tax returns
* Providing reports to auditors
 | * General accounting duties
* Filing billing
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree in accounting
 | * Experience with QuickBooks
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| * Excellent organizational skills
 | * Analytical skills
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| * Licensed in California
 | * Knowledge of laws and standards
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