**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**:  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 |
| * Preparing balance sheets | * Maintaining schedules |
| * 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 |
| * Excellent organizational skills | * Analytical skills |
| * Licensed in California | * Knowledge of laws and standards |