

# STAFF ACCOUNTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** 123 ACCOUNTING

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

**Phone:** 333-333-3333

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

## 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

## JOB DESCRIPTION

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

## RESPONSIBILITIES AND DUTIES

- Monitoring legal compliance
- Preparing balance sheets
- Preparing tax returns
- Providing reports to auditors
- Reconciling accounts
- Maintaining schedules
- General accounting duties
- Filing billing

## QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in accounting
- Excellent organizational skills
- Licensed in California
- Experience with QuickBooks
- Analytical skills
- Knowledge of laws and standards