

**Position:** STAFF ACCOUNTANT

**Experience & Skills:  
Required:**

- Experience & strong working knowledge:
  - Tax return preparation
  - General accounting
  - MS Word, Excel, PowerPoint and Outlook
- Accounting certificate, Associates Degree, or BS in accounting
- Self-starter

**Advantageous:**

- CPA or EA
- ProSystem Tax, SurePrep, QuickBooks, Xero, other bookkeeping software

**Responsibilities:**

- Tax return preparation, possible client interaction
- Data entry and analysis
- Assistance with compilations, reviews and other bookkeeping & accounting tasks

**Personal Attributes:**

- Team player
- Strong communication and interpersonal skills

**We offer:**

- Electronic, paperless, multi-monitor technology
- Competitive compensation with full suite of benefits
- Relaxed, warm, professional work environment
  - Flexible schedule
  - Hybrid WFH schedule negotiable
- Opportunities for growth
- Professional development and education
- A supportive team environment

For over 80 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: [www.ce-cpa.com](http://www.ce-cpa.com)

Resume & cover letter may be emailed to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)