

## **Staff Accountant**

*Become part of a caring & supportive team. Work with seasoned professionals providing great service to interesting and diverse clients. Discover the thrill of working with technology **and** numbers to help make a difference in clients' lives. Learn new skills that are always in demand.*

**If you have a couple years' experience or have recently graduated, and meet the following requirements, this full-time position may be for you:**

- Accounting Certificate, Associates Degree, or BS in Accounting
- Experience & strong working knowledge of:
  - Tax return preparation
  - General accounting
  - MS Word, Excel, PowerPoint, Outlook & Adobe
- Detail oriented
- Enjoy working with numbers & technology
- Work well in a team environment
  - Self-starter
  - Accept direction as needed
- Strong:
  - Communication & interpersonal skills
  - Time management skills

### **Advantageous but not required:**

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

### **We offer:**

- Electronic, paperless, multi-monitor technology
- Competitive compensation with full suite of benefits
  - For qualifying candidates, we offer assistance paying for a master's degree.
- Relaxed, warm, professional work environment
  - Flexible schedule
  - Hybrid WFH schedule negotiable
- Opportunities for a career path & growth
- Professional development and education
- Supportive team environment
- Parking is free in front of our building and on the street

### **Responsibilities & opportunities:**

- Tax Return Preparation of all types of returns, with possible client interaction
- Preparation of financial statements
- Client bookkeeping & accounting projects
- CFO on Demand projects, including data entry & analysis
- Assistance with compilations, reviews & preparation engagements
- And more....

**Since 1941**, 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)

To apply, simply email your resume along with a cover letter to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)