

General Services Staff Accountant

We are seeking a full time General Services Staff Accountant in our Dubuque, Iowa office beginning May 2018. Responsibilities include:

- Preparation of federal and state corporate, individual, partnership and trust tax returns as well as returns for non-profit organizations
- Assist with completion of compilation, review, and audit engagements
- Preparation of accurate review and audit engagement documentation
- Prepare working trial balances from client records
- Drafting financial statements
- Work with clients and firm members to ensure timely completion of projects
- Research tax and GAAP issues

The qualifications for this position include:

- Minimum B.S. or B.A. degree
- Accounting major
- CPA certificate or actively pursuing successful completion of the CPA exam
- Excellent written and verbal communication skills
- Strong computer skills, including Microsoft Excel
- Ability to meet deadlines with accuracy
- Excellent analytical, organizational and problem solving abilities
- Prior accounting/tax experience is a plus but not required

We offer a great work environment along with a competitive salary and excellent benefits including health and disability insurance, 401(k) plan, a referral incentive bonus, continuing professional education opportunities, summer hours, and vacation and sick time from the date of hire. In addition, we provide assistance with CPA exam fees as well as paid time off to take the exam.