

## General Services Staff Accountant

O'Connor, Brooks & Co., P.C. is a locally owned public accounting firm which has been serving the Tri-State area of Iowa, Illinois, and Wisconsin since 1920. We have offices in Dubuque, Iowa, and Galena, Illinois. We are a general services CPA firm offering an array of services to a diverse clientele. Our services include Bookkeeping, Payroll Processing, Tax Planning/Preparation, Bank Examinations, Accounting/Auditing, Business Consulting, and Controllorship Functions. More information on our company can be obtained from our website at [oconnorbrooks.com](http://oconnorbrooks.com).

We are seeking a full time General Services Staff Accountant in our Galena, Illinois office. 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.

Please mail a resume and cover letter to:

O'Connor, Brooks & Co., P.C.  
Attn: Director of Human Resources  
P.O. Box 743  
Dubuque, IA 52004-0743

Or you can email a resume and cover letter to [eschilling@oconnorbrooks.com](mailto:eschilling@oconnorbrooks.com).