



**Job Title:** Staff Accountant

**Job Status:** Full-Time

**Department:** Accounting

**Reports To:** Owner

**FLSA Status:** Exempt

**Amount of Travel:** 0%

**Work Schedule:** M-F 8am-5pm, additional hours as needed

### **Position Summary**

With continued growth, our small-sized accounting firm located in Edina, MN is hiring a Staff Accountant! A qualified candidate should have a general understanding of taxes, accounting, financial statements, and payroll. We offer a competitive salary based on experience and qualifications.

### **Essential Functions**

Prepare tax returns

Tax planning

Assist clients with monthly accounting and payroll

Assist in the preparation of financial statements

Organizing financial information, enter data, and interpret the results of that data

Able to manage deadlines under minimal supervision

Other functions as needed

Willingness to adapt to change and help out in all areas of the firm

### **Education**

Bachelor's Degree in Accounting

### **Experience**

0-2 years' accounting experience

Experience with QuickBooks, Xero, UltraTax a plus, but not required

MS Office

### **Skills and Abilities**

Strong attention to detail

Strong written and verbal communication skills

A desire to learn and grow

Timely and organized

### **Work Environment**

Normal office environment