

## **JOB ANNOUNCEMENT - STAFF ACCOUNTANT**

**Lutz and Carr CPA's, LLP**  
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### **STAFF ACCOUNTANT:**

The staff accountant assists in the performance of each engagement and generally reports to a senior accountant. Each staff member is responsible for performing the procedures assigned and reaching conclusions based upon the propriety and adequacy of the working papers that are produced. The staff member is responsible for informing the senior accountant of all auditing and accounting problems encountered.

In addition, staff accountants are expected to:

- (1) Become familiar with the firm's policies and procedures.
- (2) Understand the rules, regulations and code of professional conduct of the AICPA.
- (3) Progress professionally by working toward passing the CPA exam as soon as possible.
- (4) Regarding financial statement engagements:
  - (a) Become familiar with pronouncements of the FASB, AICPA, and when assigned to governmental engagements, the GAO and GASB.
  - (b) Become proficient at preparing financial statements.
  - (c) Obtain exposure on the types of financial statement engagements offered by the firm.
  - (d) Assume responsibility for unaudited financial statement engagements or segments of audits under the supervision of more experienced staff.
- (5) Regarding tax engagements staff accountants are expected to:
  - (a) Become familiar with pertinent IRS sections and regulations.
  - (b) Obtain a working knowledge of research techniques and the various research sources in the firm library.
  - (c) Become proficient in the preparation of corporate, individual, partnership, fiduciary and other tax returns prepared by the firm.
  - (d) Assume responsibility for the completion of tax returns under the supervision of more experienced staff.

### **SKILLS:**

- (1) Proficiency with Excel and MS Office.

- (2) Excellent verbal and written communication skills.
- (3) Work well under pressure and within a team environment while being able to meet deadlines with accuracy.
- (4) Excellent analytical, organizational and problem solving skills.
- (5) Ability to work independently and exercise professional judgment while applying proficiencies of a trained accountant.
- (6) Strong team player and active participant within the firm.
- (7) Demonstrate ability to multi-task and openness to work on a variety of assignments.

**REQUIREMENTS:** BA/BS or Master's degree in accounting from an accredited college/university and eligibility to sit for the CPA exam. Minimum of 150 college credit hours. 1 – 3 years related experience in small to medium size firm.