CERTIFIED PUBLIC ACCOUNTANT

Job Description:

**Certified Public Accountants (CPA)** support corporations, organizations or individuals with tax and financial statement planning. They are certified to occupy financial positions at organizations ranging from startup ventures to nonprofits to multinational corporations. CPAs keep and inspect financial accounts for companies, governmental entities and individual clients. The CPA license isn’t required for corporate or private accountants, but it is for public accountants, who work either solo or for companies that provide accounting services to others. Tasks performed by CPAs include studying financial records, preparing tax forms, and overseeing audits. CPAs must have an accounting degree and a CPA certification.

Job Responsibilities:

* Organizing and updating accounting records as needed (digital and physical)
* Preparing and analyzing reports on transactions
* Performing regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
* Maintain corporate financial confidentiality
* Organize and update financial records as needed (digital and physical)
* Analyze transactions and prepare reports
* Perform regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
* Maintain and organize digital and physical financial records.
* Assess all business transactions and prepare accurate reports on your findings.
* Coordinate with employees on income tax research and planning.
* Conduct periodic audits to guarantee accuracy in financial records, expenses, and savings.
* Organize and file all federal, state and local income tax documents.
* Contribute to budgeting procedures.
* Regularly brief management on the company’s financial position and recommend solutions to improve results.
* Develop and implement effective accounting policies and processes.
* Ensure you remain up-to-date on industry changes and changes in regulations.
* Respond to tax and accounting related issues.
* Brief senior managers regularly on the company’s financial status
* Liaise with Tax Accountants to track tax payments and returns
* Monitor bookkeeping activities regularly
* Keep company financial information confidential
* Establish accounting policies and procedures
* Stay informed on industry developments and changes in regulations
* Stay informed on changes in tax regulations

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Masters in Accounting, Finance, or related field preferred
* Certification in Public Accounting
* Additional accounting certifications preferred
* Experience in accounting

Opportunities as a CPA are available for applicants without experience in which more than one CPA is needed in an area such that an experienced CPA will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting procedures
* Thorough knowledge of tax laws and regulations
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Strong analytical skills
* Strong attention to detail
* Awareness of laws and regulations related to finance and accounting