Downloaded from <https://www.velvetjobs.com/job-descriptions/entry-level-accountant>

# Example of Entry-Level Accountant Job Description

Our company is growing rapidly and is looking to fill the role of entry-level accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for entry-level accountant

* Assists in gathering information and preparing tax work papers as required
* Develops relationships with various tax, business and accounting personnel throughout the company to gather and analyze data needed for tax compliance
* Ad hoc responsibilities as required by team
* Maintain the Fixed Asset and associated depreciation schedules on the FAS Software System
* Prepare payments by reconciling accounts, accruing expenses
* Answer financial and accounting questions by researching into and interpreting data
* Various ad-hoc projects as assigned by Controller and CFO designed to support other departments and / or create efficiencies or cost savings within the organization
* Prepare monthly sales and use tax for AZ (and selected other states as needed)
* Prepare income tax returns for individuals, trusts, partnerships and corporations
* Prepare and review client work papers

## Qualifications for entry-level accountant

* Energetic demeanor and positive attitude
* A high degree of reliability, honesty, and integrity
* 1+ yrs of experience or strong internship
* Great communication and ability to explain what they see
* Desire to obtain CPA
* Bachelor’s degree in Accounting with some accounting experience