



# Example of Certified Public Accountant (CPA) Job Description

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Our growing company is searching for experienced candidates for the position of certified public accountant (CPA). 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 certified public accountant (CPA)

- Preparation of individual, business, and fiduciary tax returns
- Handling sales tax and payroll tax returns
- Excellent financial judgment and business acumen
- Practical and commonsense skills to understand the needs of small businesses and start-ups
- The ability to effectively translate accounting and financial principles to small business owners and start-ups in terms they will understand
- Significant experience with providing tax advice to clients in person, over the phone, or via chat

## Qualifications for certified public accountant (CPA)

- Proficient in use of electronic workpaper documentation tools
- Bachelor's Degree in suitable field of study from an accredited college or university
- 5-8 years of financial examination, public accounting or similar experience with specialization in the insurance industry preferred
- Candidates must possess Certified Financial Examiner (CFE) designation and Certified Public Accountant (CPA) designation
- Strong use of Microsoft Office Suite (Word & Excel)
- Minimum 3 years' experience as a CPA