



Example of Public Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of public accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for public accountant

- Financial reporting, SEC filing, earnings and footnotes review
- Consolidated financials reporting
- Review of some month-end journal entries
- Accounts receivable management, including cash application and review of outstanding receivables
- Administration of employee loan program, including funding requests and reporting requirements
- Process checks and wires
- Process intercompany transactions and managing intercompany matching
- Prepares Form 990 and other tax assignments under the direction of supervisor, manager or partner
- Prepares and indexes working papers
- Participates in planning, scheduling and completing client engagements

Qualifications for public accountant

- Minimum 1-3 years of related public accounting experience, CPA a big plus
- Ability to thrive in a fun, fast-paced environment
- Bachelor's degree in accounting, 2-3 years of experience preferred
- Strong computer skills, including accounting systems knowledge and Excel
- Must be an independent worker and team player
- Proficiency in Tax Form 990 preparation required