



Example of Public Accountant Job Description

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Our innovative and growing company is looking to fill the role of public accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for public accountant

- Research federal and state income tax issues
- Participate in tax planning and consulting - meet with clients, as required
- Perform month-end closes
- Prepare journal entries and monthly balance sheets account reconciliations
- Manage Fixed Asset and cash disbursement process for the company
- Ensure accuracy and completeness of financial statements
- Prepare audit schedules and manage the audit process
- Prepare annual property tax return for various states
- Quarterly sales and use tax returns
- Assist with SOX compliance documentation

Qualifications for public accountant

- Minimum of one (1) year of progressive auditing experience
- Active CPA is a must
- Prefer someone with public accounting experience
- 3 - 5 years of federal tax compliance experience at a public accounting firm or tax compliance in industry
- CPA or progress towards certification
- Additional experience preparing state tax returns, would be desired, not required