



# SULLIVAN BILLE GROUP

**Relationships . . . . Results**

## ***Staff Accountant Job Description***

**SULLIVAN BILLE, P.C.**, a regional Certified Public Accounting Firm, located in Tewksbury, MA is looking for a staff accountant with 0-2 years experience to join our professional staff. We service large and small closely-held businesses, non-profit organizations, and various other entities; by performing audits, reviews or compilations, tax/business advice, or preparing their financial statements and tax returns.

Entry level staff accountants for the professional staff are responsible for the following essential job functions:

- Performing audit, review or compilation procedures which include documenting work and preparing clear and concise workpapers using various computer applications
- Preparing basic financial statements
- Preparing state and federal income tax returns for corporations, partnerships, employee benefit plans, non-profits and individuals
- Being proactive in accomplishing tasks in a timely fashion
- Engaging in constant professional development, staying current on the latest assurance and tax pronouncements

## **Qualifications:**

- Bachelor's degree required
- CPA track candidate preferred
- 0-2 years of public accounting experience
- Must be a self-starter, highly motivated, with excellent interpersonal skills
- Strong organizational and problem solving skills
- Exhibit initiative with respect to career development
- Exhibit flexibility, accountability and dependability
- Must be a true team player and able to effectively communicate and collaborate with team members at all levels
- Ability to work on multiple client projects simultaneously
- Excellent written and verbal communication skills

Our Firm provides for an excellent quality of life. We offer a competitive starting salary and a superior benefits package including health insurance, 401(K)/Profit Sharing Plan, paid vacations, company outings and a four day work week (17 weeks) in the summer.