

Staff Accountant Job Description

Basics

- ▲ Must have 3+ years as an accountant or bookkeeper (working with business owners a plus).
- ▲ Must be on a CPA track or willing to obtain EA credential within 180 days of start date (we have reimbursement programs).
- ▲ \$50,000 to \$80,000 total compensation (perhaps higher if you're a rock star). Bonuses, if offered, are considered in addition to total compensation.
- ▲ Bonuses, based on billables and efficiency (including qualitative intangibles).

Job Duties (Staff Accountant)

You will be working directly with a Tax Manager. Your duties include-

- ▲ calculating salary and tax projections, and entering shareholder payroll,
- ▲ preparing tax returns, tracking down missing information,
- ▲ other tasks related to accounting, taxes and consultation. You might empty the dishwasher from time to time too.

Job Duties (Senior Staff Accountant)

Same as Staff Accountant Job Duties, plus-

- ▲ reviewing salary and tax projections with clients,
- ▲ resolving tax notices and other issues,
- ▲ researching complex or unusual tax questions, and drafting memos and conclusions,
- ▲ providing onboarding calls to new clients, and promoting new ideas and business solutions to existing clients and prospective clients, and
- ▲ training and leading fellow employees.

Requirements for Promotion to Tax Senior

- ▲ Must be a CPA or EA.
- ▲ A Bachelor's degree is preferred.
- ▲ Prefer employee to be employed with WCG for 24 months.
- ▲ Must have a 30% error rate* or less on payroll spreadsheets, tax projection worksheets and prepared tax returns. Don't focus too much on this; we need to assign a numeric, but this also includes qualitative assessments beyond the metrics.

* Error rate is defined as any error or a departure from firm policies and procedures on payroll spreadsheets, tax projection worksheets, prepared tax returns and reviewed tax returns that materially alters the results. This is a binary assessment where each work product will be either deemed free of errors or containing at least one error.

How to Apply

Please visit our website for current openings, a description of who we are and the “how do I get this cool gig?” series of steps-

www.wcginc.com/jobs