

Staff Accountant II 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 \$70,000 total compensation. Bonuses, if offered, are considered in addition to total compensation.
- ▲ Bonuses, based on billables and efficiency (including qualitative intangibles).

Job Duties

You will be working directly with other Staff Accountants, Senior Staff Accountants, Tax Managers and Partners. Your duties include-

- ▲ Calculating salary and tax projections, and entering shareholder payroll,
- ▲ Preparing tax returns, tracking down missing information,
- ▲ Resolving tax notices and other issues,
- ▲ Answering client phone calls and emails,
- ▲ Filing and organizing electronic documents,
- ▲ Training and leading fellow employees,
- ▲ Helping to keep the workflow moving,
- ▲ Performing office chores such as emptying dishwasher and basic tidying up (we have daily janitorial service too), and
- ▲ Other tasks related to accounting, taxes and consultation.

The following duties will be added based on skillset and firm needs-

- ▲ Reviewing salary and tax projections with clients,
- ▲ Providing onboarding calls to new clients, and promoting new ideas and business solutions to existing clients and prospective clients.

All salaried positions must work 2,000 hours annually.

Requirements for Promotion to Staff Accountant III

Refer to Staff Accountant III job description.

How to Apply

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

wcginc.com/jobs