

## Staff Accountant III Job Description

### Basics

- ▲ Must have 3+ years as an accountant or bookkeeper (working with business owners a plus) working in a public accounting firm environment.
- ▲ Must be a CPA or EA.
- ▲ \$70,000 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

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

- ▲ Calculating salary and tax projections, and entering shareholder payroll, and reviewing salary and tax projections with clients,
- ▲ Preparing tax returns, tracking down missing information,
- ▲ Reviewing tax returns for peers, Tax Seniors, Tax Managers and Partners,
- ▲ Resolving tax notices and other issues,
- ▲ Researching 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,
- ▲ 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.

All salaried positions must work 2,000 hours annually.

## Requirements for Promotion to Tax Senior

- ▲ Refer to Tax Senior job description.
- ▲ 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.

\* 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, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

[wcginc.com/jobs](http://wcginc.com/jobs)