

## Staff Accountant – Entry Level

### Job description

Job responsibilities include, but are not limited to, assisting and supporting the senior accountants and managers in carrying out the responsibilities of the accounting, auditing, consulting, and tax departments.

### Tasks and responsibilities

- Prepare income tax returns and related tax workpapers.
- Assist in preparation, coordination, and completion of financial statement audit procedures.
- Reconcile and maintain client balance sheet accounts, including reconciling bank accounts monthly.
- Assist with client payroll administration.
- Communicate status of work and issues with seniors, managers, and partners on a timely basis.
- Develop relationships with firm and client personnel.

### Skills and requirements

- Undergraduate or graduate degree.
- Should be preparing for or already passed the CPA examination.
- Meets educational requirements for CPA licensure.
- Solid understanding of accounting, audit, and basic tax issues.
- Ability to utilize firm technology to enhance client service.
- Excellent written and oral communication skills.
- Attention to detail, accuracy, and organization.
- Proficiency in Microsoft Office and Adobe computer programs; QuickBooks or other accounting software experience is a plus.
- Previous experience in general accounting is helpful.

Please send your resume to or contact Olivia Pigdon at [opigdon@grwllp.com](mailto:opigdon@grwllp.com) or (818) 444-1230.