



## Senior Staff Accountant

### *JOB DESCRIPTION*

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**Status:** Exempt

**Revised Date:** 10/01/2017

**Location:**

- Branson
  - Eureka Springs
  - Harrison
  - Springfield
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**Principle Responsibilities:** This position is responsible for providing clients high quality service. This position completes payroll services and assists with tax preparation.

- Oversees clerical staff and office administrative personnel
- Prepares payroll and bookkeeping for clients based on their payroll schedule and needs
- Sets up new bookkeeping clients
- Prepares income tax returns
- Prepares sales tax returns and planning
- Gather information and build customer relationship by listening to their needs, identifying underlying needs, and providing solutions or alternatives
- Processes local office work as well as other offices' work, when needed
- Work on unemployment, worker's comp and liability insurance, and sales tax audits
- Assists other accounting staff on special assignments and analysis
- Performs miscellaneous or other accounting duties for customers as required
- Performs other duties as required or assigned

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience Preferences:**

- High School Diploma or GED
- Associate's Degree
- Bachelor's Degree in Accounting or equivalent from a four year college or university and/or 2+ Years of Professional Experience
- Master's Degree
- CPA or Enrolled Agent Certification

**Training Skills, Knowledge and/or Experience:** The ideal candidate should be proficient in Microsoft Office, QuickBooks, and Thomson Reuters software and have the ability to successfully communicate with clients and fellow staff members. Experience with Ultra Tax software and QuickBooks is desirable. The candidate should also have the ability to sell and market services to prospective clients, as well as be exceptionally organized.

**Supervisory Responsibility:**

- No supervisory responsibility
- Provides guidance, leadership, or training to other employees (no direct supervision)
- Directly responsible for supervising non-exempt, clerical, or office administrative personnel
- Directly responsible for supervising exempt, professional, or technical employees
- Directly responsible for supervising supervisory, managerial employees

**Language skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations and to other employees in the organization.

**Mathematical skills:** Ability to calculate figures and amounts such as discounts, interest proportions, and percentages.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this position include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Organizational Structure**

**Job Title to which this position reports:** Office Manager

**Extensive Hours:** Extended hours will be required during tax season.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_