



Senior Accountant

Cain Ellsworth & Company LLP

Sheldon, Iowa

Summary of Job Function:

The Senior Accountant has demonstrated the ability to perform most work assigned with minimum assistance and can take on more complex tasks. The Senior Accountant is given a wide variety of diversified accounting and tax assignments under the supervision of tax and audit professionals. Senior Accountants are required to make decisions on all but the most unusual accounting, auditing and tax matters. Performance is judged on the quality of work, application of accounting and tax knowledge and ability to meet time and budget constraints.

Duties and Responsibilities: (Tasks will include, but are not limited to the following)

Professional Knowledge/Technical Expertise:

- Performs diversified accounting, auditing and tax assignments under the direction of supervisor, manager or partner.
- Demonstrates competency in technical skills, work quality and application of professional and firm standards.
- Prepares clean and concise work papers with definitive conclusion.
- Demonstrate proficiency in use of firm specific/industry-specific software.
- Participates in planning and scheduling client engagements.
- Reads and interprets financial statements.

Client Development/Client Relationships:

- Meets time constraints and client deadlines and responds quickly to client inquiries and demands.
- Builds relationships with peers at client sites.
- Forms community/association alliances.
- Recognizes & pro-actively supports the fact that the firm is in the business of providing quality client service.
- Develops positive working relationships with all client personnel.
- Quality is consistently demonstrated in all aspects of work.

Management/Leadership:

- Manage time and tasks appropriately.
- Ask for clarification on assignments as necessary.
- Understand where a specific task fits into the larger client deliverable.
- Anticipates problems and keeps the in-charge/manager informed of engagement status.
- Keeps firm and client information confidential.
- Seeks learning opportunities.
- Assumes responsibility for tasks that challenge current level of ability.
- Takes calculated risks.
- Maintains the firm's objective of integrity and professional compassion by treating others fairly and with respect.

Working Conditions:

General office working conditions with minimal hazards. Occasional same day travel, using personal vehicle for work at client's offices, meetings, and seminars as well as occasional out-of-town travel, using personal vehicle with overnight stay for work at clients, meetings, or seminars is required. Ability to work overtime throughout the year including tax season (January to April) which may be in excess of 55 hours per week. Requires the ability to lift up to 50 lbs.

Educational Requirements/Professional Experience Requirements:

Bachelor's Degree in Accounting or Master's Degree in Accounting is required. A minimum of 3 years of experience in public accounting with a focus on individual or business tax is preferred. Proficiency with computer systems in a paperless work environment is preferred. Valid Certified Public Accountants license or working towards obtaining a CPA license is encouraged but not required.

Knowledge, Skills and Abilities:

Expertise in numbers and good math skills are required.

Must have knowledge of the basic principles and practices of accounting and financial analysis.

Must be able to collect, evaluate and interpret data, in both statistical and narrative form.

Should be capable of preparing files and maintaining records and documentation.

Good written and oral communication skills as well as excellent listening skills.

Good knowledge of computers, including various software applications including Microsoft Excel.

Other skills required are related to problem solving, entering and verifying data, and good time management and organization skills.