

IC Staffing Solutions, the Ohio Valley's premier job search and recruiting firm, has immediate openings in local public accounting firms for 4 full-time accountants. The positions are broken into 2 classifications:

### **Sr. Accountant - Audit**

#### **Qualifications:**

5 – 10 years experience with a minimum of 3 years in a public accounting firm  
CPA designation required  
Thorough understanding of current GAAP and appropriate audit procedures  
Past experience in CPA firm working (preferably leading) financial statement audits, reviews and compilations  
Basic understanding and previous experience in corporate income tax  
Computer skills with experience in QuickBooks/Peachtree, General Ledger-Trial Balance software, and Microsoft Office preferred  
Excellent written and verbal communication skills

#### **Duties:**

Lead the firm's efforts on specific client financial statement audits, review or compilations engagements.  
Meet with specific client representatives and obtain documentation/information required in the audit process  
Review subordinates' workpapers and manage engagement schedule as defined by Partner/Client  
Perform select trial balance account reconciliations and account analyses  
Report all findings, issues and all other pertinent information to Partner on engagement  
Perform any other support work necessary with the assigned engagements  
Other duties as assigned

**Salary/Benefits:** Negotiable based upon education and experience

### **Staff Accountant**

#### **Qualifications:**

2 – 4 years experience in accounting position. Public Accounting experience preferred  
Eligible to sit for CPA exam required. CPA designation preferred  
Computer skills with experience in QuickBooks/Peachtree, and Microsoft Office primarily Excel  
Previous audit and tax preparation experience preferred  
Excellent written and verbal communication skill  
Ambitious team player with a strong work ethic  
Need to be analytical, problem solving person with positive attitude  
Ability to work under and adhere to deadlines

#### **Duties:**

Support audit team by assisting on account reconciliations and account analyses  
Complete specific workpapers supporting documentation as defined by manager  
Assist in tax return preparation for individuals, corporations, trusts and partnerships  
Properly document all audit steps through firm's software package  
Assist clients in basic account balance preparation where applicable  
Prepare fixed asset and depreciations schedules for tax and book purposes  
Compile applicable adjusting and reclass journal entries  
Other duties as assigned

**Salary/Benefits:** Negotiable based upon education and experience

These are full time permanent positions that need filled immediately. If interested, please email your resume to [info@ic-staffing.com](mailto:info@ic-staffing.com) or fax to (304)905-8251 today. If you have any questions, please call our offices and ask for Amie or Phil at (304)905-8249.