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## **Job description**

**Position: Accountant**

**Reports to: Manager**

**Classification: Salary, Exempt**

### **About Us:**

Schult CPAs is an accounting firm based in central Wisconsin since 2007. We provide flexible tax, accounting, and payroll services for small businesses, farms, and individuals.

### **Position Overview:**

Schult CPAs is expanding and is seeking a full-time accounting to join our team. We seek to employ talented, dedicated employees, whom we will depend on to deliver the high-quality services that will set us apart from our competition. This individual will work in a small office setting, interacting with accounting professionals and performing work directly with clients.

This position will work closely with management to complete tax returns and bookkeeping for our clients. The ideal candidate will have confidence and accuracy in the preparation of tax returns and reconciliation of accounts.

### **Job Duties:**

Income tax preparation

Maintain accounting ledgers and supporting accounting documentation

Monitor deadlines to ensure tasks are completed accurately and timely

Provide Quickbooks support to clients (Desktop and Online)

Respond to client inquiries as requested

Build strong team and client relationships

Other duties as assigned

## **Knowledge, Skills & Abilities**

Ability to perform data entry into computer applications quickly with high degree of accuracy

Ability to meet tight deadlines and prioritize work

Ability to maintain confidentiality

Ability to work independently with limited supervision

Willingness to pursue self-development opportunities

## **Qualifications:**

Two years of accounting experience in financial reporting or tax preferred

Experience in public accounting preferred

Bachelor's Degree in Accounting, Finance, or related field preferred

Intermediate knowledge of Microsoft Office Suite (Excel, Word, etc.) required

Knowledge of Quickbooks Online and Desktop preferred

Job Types: Full-time

Interested? Submit your resume to: [jean@schultcpas.com](mailto:jean@schultcpas.com)