

**Valentine & Associates, CPAs, PC**, seeking a full-time **Senior Accountant** to join our growing team! We're looking for someone who is extremely personable, detail-oriented, organized, driven, and focused. We're looking for a great communicator and an extremely fast learner. Are you an accountant with a fresh, energetic and great personality? Do you want to work directly with awesome, invested business owners? Do you want to work in a company that is laid back and promotes a great working culture? Do you want to be valued in the skills and expertise you can bring to the table? If this sounds like what you want are dying to do, then apply today!

**WHAT YOU'RE FAMILIAR WITH:**

- QuickBooks
- Xero
- Microsoft Office Suite
- Reconciliations
- Data entry
- Debits and credits
- Types of business entities
- Individual income, small business, and payroll tax laws

**WHAT WE'RE LOOKING FOR:**

- 3+ years of experience in a CPA firm.
- Currently pursuing your CPA or EA designation.
- Experience with tax return preparation for all entity types.
- Must be **Tech-savvy**; who can embrace new tech and be willing to learn and teach others who to use it!
- Attention to detail and the ability to manage multiple projects.
- Ability to communicate effectively with the clients we serve.
- Passion for small businesses and their success!
- Upbeat, confident, and friendly personality.
- Excellent problem solver; offer ideas and recommendations to clients.
- Desire to develop your professional skills and seek ways to

**WHAT YOU WILL DO:**

- Take security seriously to protect all parties.
- Work efficiently with cloud-based systems.
- Assist with processing client financial information.
- Participate in onboarding clients.
- Easily spot errors in P&L statements and correct them.
- Manage bookkeeping staff and review work.
- Prepare monthly financial statements, sales tax and payroll tax filings.
- Setting up clients on all applicable software offerings necessary to perform the services they engage us with.
- Prepare tax filings for all entity types.
- Assist with ongoing tax planning.
- Assist with Manager directed client projects.
- Untangle A/R messes.

**WHAT'S IN IT FOR YOU:**

We make numbers feel less daunting and we have a darn good time doing it! We are a business casual office environment. (Yes, you can wear jeans. No, you can't wear a tie.) There are frequent company outings and team lunches where we celebrate birthdays, milestones, and accomplishments. We work as a team, and we win as a team!

Depending on experience, you will receive an attractive salary of **\$60,000-\$85,000**. We reward outstanding proficiency skills with monthly incentive bonuses and prizes. We offer generous PTO, holiday pay, employer-paid health, vision, dental, and life insurance, 401(k) contribution of 3%, and many other perks to all full-time employees. Excellent career and income opportunities exist for someone who will

grow with us! If you want to learn and grow in an organization, we have plenty of ceiling to foster that desire for those that want to grow with us! We are a business casual office environment. (Yes, you can wear jeans. No, you can't wear a tie.) We believe in a healthy work-life balance. In our work culture, we participate in frequent company outings and team lunches where we celebrate birthdays, milestones, and accomplishments. We thrive on culture and when we work as a team, we win as a team!

#### **WHAT YOU SHOULD KNOW ABOUT US:**

**Valentine & Associates, CPAs, PC** is a CPA firm that provides outsourced bookkeeping and accounting for growth-minded small business owners and entrepreneurs. We are a small business and we work exclusively with other small businesses. We work with owners of small businesses to help them be better organized, make more money, and save on taxes. We assist business owners with monthly bookkeeping, accounting, tax planning and reporting, payroll processing, and back-office support services.

We value **passion for our purpose, empathy for others**, and a **team-first** mentality, encouraging our team to **challenge** the status quo and **own** their role. We service our clients from 8:30 a.m. to 5:00 p.m. every business day. This is a great opportunity to learn in a fast-paced environment where our team and our culture is our highest priority. This role is perfect for someone who is seeking a career in the accounting field; this will be a great way to learn about bookkeeping, payroll, accounting, and tax services. Are you ready to join your next adventure and have fun doing it, then apply today!