



Staff Accountant – Full-time Position

Are you a self-starter? Do you describe yourself as smart, ambitious, with a sense of humor? Are you a team player—who also happens to be great with numbers??

If you answered “yes” to all of the above, we’ve got just the job for you! We’re seeking a highly driven person to join our small accounting firm, Wood CPA, as a full-time Staff Accountant (in-office) with a salary range of \$75,000-\$80,000/year.

Established in 2019, our firm is experiencing *rapid* growth. What does that mean for you? It means **unlimited potential** for our employees as our firm continues to expand. If you’re looking for more responsibility and more variety than what most larger firms can offer, while utilizing similar technology, then this is the place for you.

The right candidate will be ready to wear many hats as the business grows, and can count on having a refreshing amount of variety and client contact in their work day. If you’re excited to join the crew of a small business where growth is the name of the game, then we’re excited to hear from you!

This position will work directly with clients providing a variety of tasks, including:

- Bookkeeping, reconciliations, adjusting journal entries, financial statements
- Payroll for S-Corp owners
- Tax planning
- Quarterly estimate calculations
- IRS/state notice responses
- Tax research
- Preparing a variety of tax returns, including individuals, pass-through entities, trusts, and nonprofits
- Developing and maintaining positive relationships with clients
- Other functions as needed

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Attention to detail
- Knowledge of GAAP
- Eagerness to learn, grow, and assist in all areas
- Willingness to help teammates during tax season

Experience:

- Bachelor’s degree in Accounting, or related field - required
- 3+ years of experience at an accounting firm - required
- CPA license (or working toward it!) or EA certification - preferred
- Experience using UltraTax, QuickBooks, and Microsoft Office - preferred



Benefits:

- On-site fitness center and café
- Retirement plan
- 15 PTO days per year
- 9 company holidays
- 2 additional employee's choice holidays
- Family-friendly environment
- Flexibility with hours
- Reasonable tax-season hours (50/week max) with additional earning potential