



## **Bruce & Company, P.S.C.**

CERTIFIED PUBLIC ACCOUNTANTS

---

### **STAFF ACCOUNTANT**

An accountant will be responsible for assisting in the day-to-day operations of the Bruce & Company, PSC and assisting our management with projects, or any other tasks as needed. This is a full-time position, with a minimum of 40 hours per week that requires overtime during the months of January through April and as needed.

### **JOB RESPONSIBILITIES OVERVIEW**

- Prepare federal, state and local income tax returns for individuals, corporations and partnerships.
- Assist in the audit, review and compilation of business and personal financial statements.
- Assist to research, analyze and prepare various monthly and quarterly accruals, adjustments, and financial calculations.
- Assist with fixed asset module close process, depreciation calculations, and balancing to general ledger.
- Run and distribute month end and year end financial reports.
- Assist in researching balance sheet account reconciling items for resolution and review for compliance.
- Assist in preparing accurate, compliant and timely balance sheet reconciliations as assigned.
- Prepare accurate and timely bank account reconciliation within established deadlines as assigned.
- Support the research of bank account reconciling items and communicate to respective teams for resolution.
- Record journal entries and balance accounts.
- Research and analyze income tax and financial related data as requested.

### **ESSENTIAL EDUCATION / PRIOR WORK EXPERIENCE**

- Bachelor's degree in accounting.
- Certified Public Accountant designation or pursuing with the intent to complete within 2 years.
- Minimum of 2 years' accounting, income tax or financial experience.
- Experience with Microsoft Office (Excel, Word, Outlook, etc.) is required.
- Experience with QuickBooks or other accounting software package.

### **ESSENTIAL SKILLS**

- Positive, motivated, and detail oriented.
- Advanced computer skills, especially Microsoft Office applications such as Excel and Word.
- Strong organizational and time management skills.
- Good work ethic with the ability to work effectively both independently and on a team.
- Excellent communication and interpersonal skills.
- Problem solver, who is willing to do whatever it takes or that is needed.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Ability to work under pressure to meet deadlines.
- Ability to work in a fast-paced and dynamic environment.
- High degree of accuracy with a good eye for detail.
- Demonstrated ability to take initiative and achieve results.