

RotenbergMeril

Staff Accountant

SUMMARY OF RESPONSIBILITIES:

You will begin to utilize your educational background as well as your organizational skills as you serve the firm's dynamic client base. You will assist in problem solving and fact-finding, working side-by-side with more experienced accountants who can provide you with direction, coaching and learning opportunities. This opportunity will allow you to gain a unique hands-on perspective on our firm's practices and people, as well as beginning to forge the critical relationships that will help maximize your chance for success in your career. Staff accountants are supervised by Senior Accountants or other, more experienced, accountants. Initially, they are given less complex accounting assignments. As they gain experience, they are given more difficult assignments and greater responsibilities.

JOB DUTIES:

Typical responsibilities will include:

- Become familiar with the firm's policies and procedures.
- Understand the rules, requirements, code of conduct and standards of the AICPA, and the authoritative literature established by the FASB, PCAOB and other standard setting bodies.
- Become familiar with Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
- Become familiar with the firm's specific audit methodology to assist with various stages of the audit process.
- Provide various support functions to the audit staff during engagement.
- Communicate with the clients' customers, creditors, banks and related parties concerning audit issues.
- Prepare and document work in working papers utilizing the firm's specific tools and templates.

- Contribute ideas/opinions to the engagement teams and listen/respond to other team members' views.
- Obtain a working knowledge of accounting research techniques and the various research sources in the firm's online library.
- Obtain a working knowledge of the firm's tax preparation procedures.
- Obtain a working knowledge of the firm's tax research sources in the firm's online library.
- Other duties as required.

WORKING CONDITIONS:

1. Involves work in the firm's office or on the client's premises. Work on the client's premises may require the use of the staff member's personal car.
2. Moderate to low overtime required throughout the year. High level of overtime may be required to complete audit and tax engagements.

REQUIRED EXPERIENCE:

Staff accountants normally have zero to three years' experience in public accounting.

PROFESSIONAL DEVELOPMENT:

Staff accountants are expected to develop professionally by:

- Actively pursuing the completion of CPA licensing.
- Participating in continuing professional education.
- Obtain a working knowledge of the firm's technology, including the use of email, and the internet; and the use of Microsoft Word and Excel, and firm time and billing software
- Representing the firm and promoting its image by attending local professional and business organization functions.
- Learning new technology the firm introduces into the work environment.
- Possessing good written and verbal communication skills.
- Having the ability to work effectively in a team setting.

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This job description does not list all the duties of the job. You may be asked to perform other assignments and duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The firm's management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

APPLICATION INSTRUCTIONS:

Please email your resume to bizjobs@montclair.edu and indicate RotenbergMeril in the subject line. Resumes will be accepted until March 16th.