

**POSITION TITLE: Senior Staff Accountant**

**OVERVIEW:**

Hancock & Dana PC is a CPA firm that offers tax, business consulting, accounting, assurance, and exit & succession planning services. Client's needs are matched with the skills and experience of the professionals within the firm to create a unique and positive experience for the client.

Hancock & Dana PC is currently seeking a talented **Senior Staff Accountant** to join its office in Omaha, Nebraska. This role provides the opportunity for an experienced professional to serve clients and receive a broad range of experiences across several industries, all resulting in the end goal of representing the firm as a valued business consultant.

**POSITION REQUIREMENTS:**

Responsible for performing audits, reviews and compilations and account workpapers related there to, preparing basic to moderate tax returns and performing special projects. Work is to be performed in an organized and timely manner with an emphasis on quality. Should be able to perform self-review before submitting work to supervisor. The firm has an expectation of a positive attitude and creative thinking in all areas.

**RESPONSIBILITIES:**

- Prepare basic individual and business tax returns
- Understand tax law, accounting principles and audit standards
- Perform tax research on moderately complex topics
- Use depreciation software to update and add assets to depreciation schedules
- Prepare trial balances, AJEs and supporting workpapers
- Client communication and coordination of all audit and accounting procedures
- Prepare financial statements and other accounting documents
- Perform basic tax planning for individuals

**EXPERIENCE AND SKILLS REQUIRED:**

- 2-3 years' experience
- Bachelor's Degree in Accounting
- Valid Certified Public Accountant license or working towards obtaining CPA license preferred
- Team Player
- Willingness to learn
- Proficient with Microsoft Office (Word and Excel), tax preparation software, trial balance software and asset depreciation software