

POSITION TITLE: 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 **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 RESPONSIBILITIES:

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

- Prepare basic individual and business tax returns
- Basic understanding of tax law, accounting principles and audit standards
- Perform basic tax research
- Use depreciation software to update and add assets to depreciation schedules
- Perform basic audit, review and compilation procedures
- Prepare trial balances, AJE's and supporting workpapers
- Perform field work at client locations, as necessary
- Prepare basic financial statements and other accounting documents

EXPERIENCE AND SKILLS REQUIRED:

- Up to 2 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)