

**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 is currently seeking a talented **Staff Accountant** to join our office in Omaha, Nebraska. In this role we are looking for a person that will be an analytical, precise, detailed employee. This person can work independently on many projects at once, while still insuring accuracy. Candidates will be able to gain a broad range of experiences across several industries. The candidate will appreciate working with colleagues in a friendly environment that has a sense of community. We will value your loyalty and willingness to constantly strive to do accurate work, all resulting in the end goal of representing the firm as a valued business consultant to clients.

**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)