

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 our office in Omaha, Nebraska. In this role we are looking for a person who takes pride in their work while focusing on exemplary client satisfaction. This person would enjoy working independently on many projects at once and embrace the importance of completing accurate work. Candidates will be able to gain a broad range of experiences across several industries. The ideal person will be a patient and consistent worker who desires steady leadership from management in a long-term position. We will value your attention to detail, cooperative attitude and ability for a job consistently well done. The candidate will appreciate working with colleagues in a friendly environment that has a sense of community.

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:

- 2-5 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