



Advice that counts.

Position Title: **Accounting Specialist**

Hancock Dana is a CPA firm that offers tax, business consulting, accounting and assurance, and exit & succession planning services. Our client's needs are matched with the skills and expertise of the professionals within the firm to create a unique and positive experience for the client. We expect our employees to constantly focus on what's best for our clients and we support independent thinking, which enhances the quality of service we're able to provide. In turn, our employees gain access to a range of resources that help them perform at the highest level – including the latest computer technology, research materials, and extensive training.

Hancock Dana is a socially responsible firm and encourages our staff to pursue volunteer opportunities and charitable causes they're passionate about.

We strive to create an environment in which people feel comfortable, challenged and equipped, but not overwhelmed. To help support our team members in doing their best work, we offer flexible schedules, which improves career satisfaction by allowing for greater balance in their lives.

Due to growth, Hancock Dana is currently seeking a talented **Accounting Specialist** to join our office in Omaha, Nebraska. In this role, we are looking for a person who takes pride in their work while also being self-motivated, thorough and self-disciplined. As part of their responsibilities, this person would work on many projects each day and embrace the importance of completing accurate work. Candidates will be responsible for a broad range of tasks with many opportunities to grow their skill set. The ideal person will be a patient and organized worker, with experience and knowledge in accounting. In this role, the right person will work directly with clients while building lasting relationships. We will value your attention to detail, cooperative attitude, and unique abilities.

Experience and Skills Required

- Ability to handle sensitive, confidential information
- Maintain a positive attitude in line with our company culture
- Knowledge of general accounting procedures
- Adept with new technologies and curiosity to learn new processes
- Effective written communication skills appropriate for a professional service firm
- Experience using QuickBooks and Microsoft Office applications such as Word, Excel, and Outlook
- Willingness to learn new concepts and skills
- Eager to support and assist within a team

Responsibilities:

- Act as a frequent point-of-contact for clients
- Assist clients with ongoing accounting questions
- Prepare accurate, timely, and relevant financial schedules
- Review client financial information, prepare journal entries, and produce reports
- Complete account reconciliations
- Update and maintain depreciation schedules
- Prepare payroll tax returns
- Prepare sales and use tax returns
- In season, prepare basic individual and business returns

Apply by submitting a resume to careers@hancockdana.com