



Advice that counts.

Position Title: **Accounting & Tax 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.

Hancock & Dana PC is currently seeking a talented **Accounting & Tax Specialist** to join our office in Omaha, Nebraska. In this role we are looking for an outgoing individual that will be responsible for working directly with clients and internal staff to provide quality service in the accounting space. This person will have strong organizational skills and be able to multitask to effectively provide our team with necessary support.

Responsibilities:

- Prepare income tax returns, such as 1040's for individual's and pass-through income tax returns for partnerships and s-corporations
- Help small and mid-size business clients with a wide variety of accounting issues using problem-solving skills in a consultative manner
- Utilize expertise in QuickBooks (Desktop and/or Online) to aid clients in recordkeeping and financial reporting activities
- Assist with daily, weekly, monthly, annual accounting duties for clients
- Prepare and maintain documentation for accounting and income tax preparation purposes
- Understand and make journal entries related to all general ledger accounts
- Manage and maintain fixed assets for multiple companies and record all related journal entries
- Analyze general ledger accounts within client's financial records to identify and resolve inaccuracies
- Create financial statement reports for internal use by clients or for other necessary purposes
- Work with CPA's and business owners by making suggestions regarding budgets and other financial decisions
- Attend and participate in client meetings about accounting and tax related topics

Skills that are Required:

- Commitment to excelling in the accomplishment of approved projects
- Intermediate skills using Excel to process and report information
- Inquisitive mindset to expand current knowledge of accounting and tax topics and related skills
- Interested in working with multiple clients in diverse industries every week
- Ability to manage multiple priorities and projects for clients, while providing appropriate level of responsiveness to each

Skills that are applicable, but not required to apply:

- Knowledge of financial accounting and reporting concepts
- Experience completing monthly bank and other account reconciliations
- Proven ability to compute, record, and manage accounting figures and financial records
- Experience handling client payroll processing and payroll tax filings
- Experience completing 1099's and W-2 forms
- Experience filing sales tax and property tax reports
- Previous experience in a public accounting firm

Training:

- On the job training will be integral for the growth of this candidate and will be provided by the firm. We believe it is necessary to develop our staff's skills to succeed in this role by building on the skills that are present with any candidate selected for hire.

Prior Experience or Education:

- Bachelor's or Associate's Degree, or working toward Bachelor's or Associate's Degree

Apply by sending your resume to careers@hancockdana.com