



NEITZEL, LUKE &  
SALOPEK, INC.

## Staff Accountant – Assurance Services

### *Job Summary*

Our Firm is looking for an individual who brings a positive attitude every day, is eager to learn about various industries, and who learns from mistakes. We provide the training needed during onboarding and continue to teach during each engagement. We want to see this individual apply what they learned to the *next job*. We expect our staff accountant to quickly develop the skills and abilities to handle all parts of an assurance engagement.

### *Responsibilities & Duties*

- Assist assurance team with client audits, reviews, compilations, and other engagements
- Perform required procedures on account balances, and develop thought-provoking inquiries of client management
- Assist with the preparation of complete, accurate and timely financial statements, including posting journal entries for any required adjustments
- Perform research and provide clients with solutions
- Diligently document procedures and leave an audit trail of supporting workpapers
- Performs additional assignments and responsibilities, as needed

### *Education & Experience*

- Bachelor's degree in accounting or finance concentration preferred
- No experience in public accounting required
- CPA, or plan for becoming a CPA, is a plus, but not required
- MBA and/or Master's Degree is a plus, but not required

### *Skills*

- Clear and effective communication both internally among the team and externally with clients
- Use resources efficiently to produce results
- Proficient in Microsoft Office products, particularly Word and Excel
- Excellent organization and time management skills
- Identify opportunities to increase efficiency in each respective engagement
- Flexible/agile in ability to help meet clients' and assurance team's needs

Full-time, Benefits, On-site (remote capabilities)

Please email resume to [dmcgoun@nlcpas.com](mailto:dmcgoun@nlcpas.com)

Neitzel, Luke & Salopek, Inc. provides equal employment opportunities to all individuals.

### **NEITZEL, LUKE & SALOPEK, INC.**

25000 Center Ridge Rd Ste 8, Westlake, OH 44145  
440.835.1040 | [www.nlcpas.com](http://www.nlcpas.com)