



NEITZEL, LUKE &
SALOPEK, INC.

Staff Accountant – Client Accounting Services

Job Summary

Our Firm is seeking an individual who is highly motivated and self-driven to join our growing local accounting firm. This role will report directly to the Client Advisory Services Manager.

Responsibilities & Duties

- Provide exceptional operational and accounting services to the Firm's clients
- Perform core functions of client accounting services, including: general bookkeeping, payroll processing, account reconciliations, month-end and year-end close procedures
- Complete tasks to maintain compliance with regulatory requirements and internal and external reporting and filing deadlines
- Collaborate with team members in various service areas to provide pertinent financial reports and documents to assist with assurance services and tax compliance activities
- Prepare non-income tax governmental reporting and filing requirements, such as: Commercial Activity Tax (CAT), Unemployment, Workers' Compensation, 1099s, annual reports, Payroll Tax
- Assist with ad-hoc assignments, as necessary

Education & Experience

- Associate's degree preferred but not required
- Quickbooks and Accounting CS experience a plus
- Familiarity with the Microsoft Office Suite

Skills

- Ability to communicate clearly and effectively with both internal and external customers
- Customer-based mindset
- Comfortable working in a fast-paced team setting, while also working independently at times

Full-time, Benefits, On-site

Please email resume to mike@nlacpas.com

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

NEITZEL, LUKE & SALOPEK, INC.

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