



Dale E. Duncan, CPA
George R. Applebaum, CPA
Scott M. Biehl, CPA
Andy R. Jones, CPA

1067 PARK VIEW DRIVE • COVINA, CA 91724-3748 • (626) 858-5100 • FAX (626) 332-7012

Job Title: Staff Accountant
Department: Combined Services
Supervisor: Senior Accountants / Managers / Partners
Pay Class/Status: Salary / Non-Exempt

Summary Description

The role of staff accountant is one that requires a high degree responsibility and professionalism. It is critical that the person hired to do the job understands this and is willing to work for the betterment of the firm.

Key Result Areas

- Compilation, review and audit of client financial statements.
- Preparation of income tax returns for corporations, partnerships, individuals and trusts, as well as various other required tax filings.
- Assists in delivering business advisory services including periodic operational reviews.
- Special accounting projects as needed.

Major Duties and Responsibilities

Financial Statement Preparation

- Obtains or prepares trial balance and or general ledger from client data.
- Reconciles balance sheet and income statement accounts including cash, inventory, prepaid expenses, COGS, accrued liabilities and payroll.
- Reconciles and maintains client fixed asset records.
- Prepares journal entries after conducting account analysis.
- Prepares working papers ensuring that the firm's high quality standards are met.
- Prepares financial statements in conformity with GAAP or other approved principle.

Income Tax Preparation

- Prepares tax working papers ensuring that firm's high quality standards are met.
- Accurately prepares assigned income tax returns for submission to federal and state taxing authorities.
- Undertakes tax research as assigned or deemed necessary to ensure that tax return preparation is accurate and compliant; recognizes that research is an absolute requirement.

Business Advisory Services

- Assists in delivering business advisory services to clients.
- Performs limited procedural reviews, assessing and comparing operational performance to client and industry standards.

Staff Accountant (continued)

Major Duties and Responsibilities

Business Advisory Services

- Communicates with client personnel, building trust, and developing relationships while providing exceptional client services.
- Proactively makes recommendations on additional client services.
- Contributes towards enhancing the efficiency and delivery of work.

Special Projects Assigned

- Undertakes research projects of topics including GAAP and the Internal Revenue Code.
- Prepares budgets and cash flow analysis.
- Assists with special projects as assigned.

Competencies

- Analytical – Synthesizes complex and diverse information; collects and researches data; uses intuition and experience to complement data; follows work flows and procedures.
- Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well individually and in group problem solving situations; uses reasons even when dealing with emotional topics.
- Technical skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to necessary hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Commitments

- Regularly and conscientiously devotes time, energy and attention to Professional Development, exploring and becoming involved in community activities while strengthening and deepening bonds with clients.

Staff Accountant (continued)

Commitments

- Acutely aware of the importance of developing career building goals, dedicating the necessary resources, and continuously working towards achieving them.
- Familiarity and adherence to the independence, integrity and objectivity rules, regulations, interpretations, and rulings of the AICPA, and the State Board of Accountancy.
- Treats all co-workers and clients fairly, courteously, and with respect.
- Models superior client service behavior for all co-workers by maintaining positive relationships with clients, employees, supervisors and partners.
- Strives to be fully engaged with the firm mission, vision, and core values.
- Honest and fair in all business dealings.

Qualifications and Role Requirements

- Bachelor's degree in the field of accountancy with proven academic excellence.
- Bachelor's degree in a related field of study with adequate accounting studies or experience that allows for performance of required job duties.
- Certified Public Accountant or measurable progress towards certification.
- Proven ability to prioritize, work independently in a deadline driven environment, while handling multiple projects and priorities.
- Excellent verbal and written communication skills, with the ability to build relationships, and build teamwork and camaraderie.
- Excellent technology skills including demonstrated proficiency in Excel and other MS Office programs.
- Excellent attention to detail.

Working Conditions

- Frequently works on a computer in an office-type setting.
- Frequent client contact.
- Frequent local commuting to client locations and periodic travel out of town.
- Overtime required during tax season, and as necessary throughout the year.

Every firm member who works for Rogers, Clem & Company works not only for a particular team or partner, but also for the firm as a whole. Accordingly, firm members are expected to act in the best interests of the firm, even if doing so requires actions and behaviors not listed in the above Role Description. This Role Description is provided as a tool to assist the employee in understanding the position and is subject to revision by the management when client service needs change. In addition to the outlined essential role functions, the employee is required to complete all additional tasks assigned by his/her supervisor, as the supervisor sees fit for the position. Failure to comply with the job duties may result in discipline at the discretion of Rogers, Clem & Company.