

AFAIRCHILD PC

STAFF ACCOUNTANT

AFairchild PC, a CPA firm located in **Carrollton and Midlothian, TX**, is seeking a full time Staff Accountant to join our professional team. We offer a challenging and intellectually stimulating career in public accounting with the opportunity for direct client contact.

JOB RESPONSIBILITIES

- Provide accounting transactions and support to clients
- Reconcile bank accounts, process Accounts Payable, process Accounts Receivable
- Reconcile all General Ledger accounts, ensuring accuracy of financials
- Communicate with clients
- Prepare and process payroll, payroll returns, sales tax returns, property tax returns
- Assist with tax preparation as needed
- Meet multiple filing deadlines
- Research accounting and tax issues, discrepancies and irregularities
- Special projects as needed

REQUIREMENTS

- Bachelor's degree in Accounting
- Experience with Quickbooks preferred
- Knowledge of GAAP accounting and Tax laws
- Excellent communication skills – both written and oral

COMPUTER SYSTEMS USED (NOT A REQUIREMENT)

CCH ProSystems Fx	Checkpoint (Thompson Reuters)
CCH Engagement	QuickBooks
CCH Tax Research	Peachtree
CCH Practice Management	Microsoft Office

SALARY – based on experience

LOCATION – Carrollton, TX office

COMPANY'S MISSION AND FOUNDATIONAL SCRIPTURE

To serve businesses and individuals in a manner that will please the Lord; to be passionate about partnering with our clients, helping them to meet and exceed their goals; to engage with our clients in all matters related to the financial operations of a company and to their individual finances.

"Thanks be to God, who in Christ always leads us in triumph and through us spreads and makes evident the fragrance of the knowledge of God everywhere." II Corinthians 2:14

CONTACT INFORMATION

www.afairchildpc.com

Please send resume to Annie@afairchildpc.com