



Position Staff Accountant

Reports to COO

Status Full-time in person at RCG Offices in Richmond VA

How to apply Interested candidate should send a resume and cover letter to careers@rcgcpa.com

Overview

RCG CPAs Advisors is a certified public accounting firm providing accounting, bill payment, payroll, tax, and business advisory services. Our major focus is serving small and medium sized businesses with an emphasis on service-based businesses, not-for-profit associations, and closely held businesses owners. We provide the financial and tax knowledge required for our clients to excel in the management of their organizations, to achieve their goals and to attain their definition of success. We also have a significant individual tax preparation and tax planning practice. Providing high-quality service to our clients will allow our team members to achieve personal success. RCG CPAs Advisors is an Equal Opportunity Employer.

Responsibilities

- Staff Accountant
 - Provide accounting, tax and other client services for approximately 5-15 clients, coordinating with the COO. Responsibility includes successfully completing client deliverables.
 - Closely communicate with staff members on progress of assignments and additional assistance needed.
 - Perform bookkeeping for clients as assigned including preparing adjusting journal entries.
 - Prepare financial statement and business tax return workpapers including trial balances, depreciation schedules, and debt amortization schedules.
 - Prepare basic individual and business tax returns and perform a thorough self-review.
 - Follow up on client issues on a timely basis via phone and email
 - Prepare payroll tax returns and sales tax returns as assigned.
 - Perform payroll functions as assigned.
 - Perform other duties as assigned.

Special Knowledge and Abilities

- Demonstrate technical accounting and tax knowledge to provide high quality client service.
- Solid analytical and critical skills.
- Ability to make decisions based on available information and knowing when additional inquiry is necessary.
- Timely and thorough follow up requests from clients and leads from potential clients.

Preferred Qualifications

- Education
 - Bachelor's Degree in Accounting or equivalent education such as the Post-Baccalaureate Certificate in Accounting
- Certification: None required. Desirable – CPA with current license
- Experience
 - 3+ years of general public accounting experience
- Traits
 - Solid analytical and critical skills with ability to make decisions
 - Highly organized
 - Proficient computer skills
 - Good communication skills
 - Good listener
 - Strong follow-up skills
 - Self-motivated, can work independently to achieve goals
 - Efficient with time
 - Eager to learn
 - Self-starter

Compensation and Benefits

- Competitive salary commensurate with experience
- Health insurance for employee
- Simple IRA retirement plan
- Generous PTO policy
- Paid holidays
- Continuing education and maintenance of all licenses provided

How to apply Interested candidate should send a resume and cover letter to careers@rcqcpa.com