



Staff Accountant

JOB DESCRIPTION

Evenhouse & Co., P.C. is a professional certified public accounting firm providing tax, accounting, auditing, and consulting services to businesses and individuals. Located in Oakbrook Terrace, IL, we are strategically located to serve the entire greater Chicagoland community. We also serve business and individual clients in Indiana, Iowa, Michigan, Wisconsin, and many other states. We have been providing services to clients since 1964 and we are expanding in order to continue to provide continued excellent service to our clients.

General Characteristics:

This is a position for individuals looking for full-time or part-time employment. The work will be performed and scheduled on weekdays (Monday through Friday), with some Saturday's required during our busy season. The schedule will be coordinated with management based on responsibilities assigned and the needs of the company.

Responsibilities:

- Financial Accounting for clients including:
 - Bank reconciliations.
 - Prepare, maintain, and reconcile general ledgers, journal entries as required.
 - Updating fixed asset schedules.
 - Preparation of payroll tax returns.
 - Preparation of sales tax returns.
- Prepare Income Tax Returns including (not required to be proficient in all tax areas):
 - Individual Income Tax Returns
 - Corporate Income Tax Returns
 - Partnership Income Tax Returns
 - Trust Income Tax Returns
 - Other returns as needed or required.
 - Maintain client compliance with taxing agencies and tax filing requirements.
- Audit Team Participation (based on skill set and experience):
 - Reviewed financial statements.
 - Audits of financial statements (including not-for-profits organizations).
 - Agreed Upon Procedures

Qualifications:

- Bachelor's Degree in Accounting, Finance, or related field.
- CPA or EA preferred.
- 0-7 year of experience preferred.
- Experience in accounting, audit, or tax matters preferred.
- Strong communication skills with emphasis on client service.
- Computer skills in MS Excel, Word, etc.
- Hard working, diligent, self-motivated.
- Attention to detail, organized, logical thinker.
- Ability to manage deadlines and timely processing of information.

Compensation and Benefits:

The firm is offering a full-time or part-time staff accountant position. The company offers competitive compensation and additional benefits.

Physical Demands:

While performing the duties of the job, the employee is consistently required to sit; use hands, fingers, handle, feel; and talk, hear & see. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include ability to adjust focus. The employee is occasionally required to work under high pressure in a fast-paced environment with other employees.

Work Environment:

While performing the duties of the job, the employee is regularly in verbal contact with others and constantly works face-to-face with and around others. Consistently uses office equipment such as computers, copy machine, fax machine, telephone, keyboard, calculator, stapler, etc.

Inquiries:

Confidential inquiries may be directed to any of the partners: Randy Gartman, Tim Vande Werken, Ben Meyer, or Dave Meyer at (630) 832-3225 or e-mail at info@evenhousecpa.com.