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Audit ▪ Tax ▪ Advisory

September 25, 2011

Subject: Part-Time General Accountant (bookkeeping, tax, and assurance)

Growing CPA firm in Denton County (Corinth, TX) is seeking a general accountant with multiple service responsibilities. Bookkeeping proficiency required. Willing to train and invest in the right individual on other responsibilities. Tax and assurance experience not required. College degree not required.

Our goal is to develop the right individual into an integral part of our organization.

Essential Attributes

1. Punctual and able to meet deadlines
2. Strong work ethic
3. Independent
4. Proactive in meeting client needs and solving problems
5. Coachable; desire to learn and develop professionally
6. Detail-oriented
7. Accurate and efficient in performing tasks.

Education, Experience, and Skills Required

1. Proficiency in double-entry accounting
2. Minimum of two (2) years' responsible accounting or bookkeeping experience related to a computerized accounting system, including accounts payable, accounts receivable, payroll, general ledger, and financial reports OR proficiency gained through formal training
3. Ability to perform several tasks concurrently with ease and professionalism.
4. Proficiency with Microsoft Word/Excel software programs, calculator, and other general office equipment.
5. Basic understanding of accounting principles.
6. Understanding of personal and business income taxes (helpful but not necessary).
7. Ability to perform several tasks concurrently with ease and professionalism.
8. Ability to communicate clearly and concisely, verbally and in writing, in English.
9. Works with confidential client matters, requires ability to keep matters confidential.
10. Strong organizational and interpersonal skills.

General Office Responsibilities

1. Answers telephone calls when PIC is not available
2. Schedules appointments and maintains appointment calendars for principals.
3. Composes and types routine correspondence.

Bookkeeping Summary of Responsibilities

Performs the day-to-day full-charge bookkeeping functions for multiple clients; records transactions within established systems and procedures; helps the firm administrator prepare financial reports and forecasts; keeps statistical, financial, and personnel records;

Bookkeeping Essential Functions

1. Knowledge of debits and credits, including adjusting entries, depreciation entries, etc.
2. Verifies and enters details of transactions as they occur in computerized accounting system.
3. Prepares monthly financial statements accurately and timely, using a combination of online accounting packages and desktop accounting packages.
4. Prepares appropriate schedules and reports as requested.
5. Maintains fixed asset schedules.
6. Prepares payroll using desktop application and prepares all payroll tax returns on timely basis.
7. Prepares bank reconciliations monthly and traces discrepancies.
8. Researches accounts payable and accounts receivable issues as needed.
9. Reconciles subsidiary accounts to controls.
10. Resolves client issues in a timely and professional manner
11. Prepare or review monthly financial statements to clients.
12. Assists in preparation of budgets and forecasts.
13. Performs other duties as assigned from time to time by the firm administrator or partner.

Tax Administrative Assistant Responsibilities (Training will be provided for the below)

1. Organizes and produces tax work papers for individuals and businesses.
2. Enters clients' tax data into tax preparation software, under the supervision of Certified Public Accountant and Enrolled Agent.
3. Perform a variety of bookkeeping or basic accounting tasks using clients' records related to tax return preparation.

Additional Assurance Responsibilities (Training will be provided for the below)

1. Execute assurance procedures under the supervision of Certified Public Accountant to test financial statement assertions
2. Create assurance work papers electronically in Excel to document testing and findings
3. Gather and maintain assurance evidence

Additional Information about the Position

1. Part-time position 10-20 hours per week (could become full-time as firm grows).
2. Wednesday and Saturday is required; flexibility on time of day.
3. Compensation is based on experience and will range from \$8 to \$15 per hour.

To Apply

1. Please submit your resume and brief email on why you would be an ideal candidate. Include:
2. How you meet the position requirements, i.e. discuss relevant experience, formal training, or both.
3. What your long-term goals and what are you doing to accomplish your goals.

Submit Your Information To:

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