

CARTER, PC

ACCOUNTING STAFF – JOB DESCRIPTION

TERM: Anticipated to begin approximately 4th quarter 2020 and to continue indefinitely.

PER WEEK: Typically 40-45 hours per week. Expect an extra 7-10 hours during peaks leading up to major deadlines. Our office opens at 8:30 and closes at 5:30; however, work hours may shift around this schedule as necessary and as approved.

PAY: Salary, paid semi-monthly.

REVIEWER: Accounting Director, Danny Yelton, Senior Manager, Liz Brown

DIRECT REPORT: Accounting Managers

DUTIES:

- Responsible for completion of accounting services under supervision, which typically include accounting software data entry and adjustments along with payroll tax, sales tax, and property tax compliance reporting.
- Communicate with accounting seniors, accounting managers, and accounting directors on status of returns/projects.
- Communicate with clients regarding accounting services via email, phone, and face-to-face meetings.
- Assist with accounting research and consulting projects both on and off-site.
- Participate in the firm's ongoing continuing education and training programs.
- Remain current with federal and state tax law changes.
- Become familiar with the firm's practices and policies.

EDUCATION/CREDENTIALS REQUIRED:

- Completion of undergraduate degree in Accounting (on track for or having completed Master of Accountancy or Master of Business Administration preferred).
- Must be actively working towards CPA certification, if not already obtained.

PERSONAL SKILLS REQUIRED:

- Excellent project management and ability to multitask and complete assignments within time constraints.
- Strong interpersonal, oral, and written communication skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, integrity, and trustworthiness combined with a cooperative attitude.
- High motivation for self-starting.

TECHNICAL SKILLS REQUIRED:

- Proficiency with QuickBooks
- Proficiency with Microsoft Word and Excel
- Proficiency with Windows 10

LOCATION: Asheville-based. Candidate will have an available workspace in our Asheville office, and will be required to attend in-person primarily during training phases, peak work times, and group meetings. Working remotely is available with a broadband Internet connection.

TRAVEL: Little to none anticipated

ABOUT CARTER PC: Carter PC is a mid-sized regional accounting firm serving Western North Carolina providing attest, tax, and accounting services to privately held companies, individuals, governmental entities, and nonprofit organizations. We have offices in Asheville and Charlotte. Our directors and managers include alumni from large and super-regional accounting firms including Deloitte, Grant Thornton, and DHG.

COMMENTS/NOTES:

For more information contact Rob Carter at 828-259-9900 or rob.carter@carter-cpa.com