

# DeLaney & Co., CPA

*Agreement to fulfill the accountabilities of the job*

**Position Title: Jr. Accountant/Entry Level**

**Location: Lancaster**

**Pay Rate: \$17.00-\$25.00**

**Type of position:**

☒ **Full-time**

☐ **Part-time**

☐ **Contractor**

☐ **Apprentice**

☒ **Work experience**

**Hours of work:**

**40+ / week**

DeLaney & Co., CPAs serves individuals and small and mid-sized businesses with their accounting, payroll and tax related needs. We're a growing company that values our work families and clients and we strive every day to improve and be better today than we were yesterday.

Do you love working with clients and ensuring they have an amazing experience? Do you have a natural smile and desire to help? Do you want to be in a position that makes a difference to both clients and co-workers? If so, you may be the right person to join our fantastic company on our journey to success! The right candidate will jump into every day with purpose and a relentless drive for improvement and growth.

We are looking for a skilled Jr. Accountant to play a key role on our growing team. You'll be responsible for recording financial transactions including purchases, sales, receipts, and payments, and posting information to accounting journals and QuickBooks. The ideal candidate is a strong team player, detail-oriented, highly organized and has a great personality. If this sounds like work you'll love, we're waiting eagerly for your application!

**My duties and responsibilities in this position are:**

1. Accurately record financial transactions into accounting software
2. Prepare bank / credit card reconciliations.
3. Record and pay bills on time.
4. Gain the knowledge to execute a variety of financial procedures including daily, month-end and year-end closings.
5. Gain the knowledge to prepare and analyze financial statements and ensure financial compliance.
6. Handle routine client questions and work with clients to obtain necessary information.
7. Ensure appropriate internal controls are in place and adhered to.
8. Review, systematize & document the accounting and bookkeeping system relative to each specific client.
9. Help identify office workflow processes & functions that can be made more efficient and work to implement those efficiencies.
10. Maintain SOP / procedures and ensure they are current and easy to find.
11. Coordinate open items and all follow-ups with clients.
12. Help prepare basic tax returns and assist Sr.Tax Accountants when necessary

**The following experience is needed for this position:**

1. Associate's degree in accounting or at least 2 years of relevant work experience as an accountant, bookkeeper or related position.
2. Microsoft Office, specifically excel.

**Competencies**

1. Must be analytical and detail-oriented.
2. Worked previously with accounting systems, QuickBooks and Excel.
3. Must be able to work in group settings.
4. Must have exceptional customer service, communication, problem-solving and time management skills.
5. Ability to effectively interact with personnel at all organization levels