

Staff Accountant

DeLaney & Co., CPA's - Lancaster, OH

We're seeking an experienced, professional and motivated accountant to join our growing practice. We've been in business nearly 20 years and have a very diverse mix of clients. We enjoy a reputation of integrity, ethics and quality in everything we do. We have a fun and casual culture with a focus on excellent customer service and high level of technical expertise. Our clients are truly exceptional and are a tremendous joy to work with!

The nature of this work requires that you be very detail-oriented, with no tolerance for carelessness. You should be highly skilled in dealing with financial data and have a deep understanding of accounting principles and theory. You must have excellent work habits and be someone who "owns the process" and is not only willing and able to do what's necessary to get the job done when important deadlines are looming but can also see the bigger picture.

You will work directly with clients so excellent communication and people skills are essential. Additionally, you will have the ability to be involved in the leadership and continued growth of the firm. This position is ideal for an accountant with an entrepreneurial spirit and who desires the freedom and flexibility that a smaller firm offers.

Job Duties and Responsibilities:

- Record financial transactions into accounting software
- Maintain and execute a variety of financial procedures including daily, month-end and year-end closings
- Prepare and analyze financial statements and ensure financial compliance
- Handle routine client questions and work with clients to obtain necessary information
- Create, review and maintain budgets
- Ensure appropriate internal controls are in place and adhered to
- Communicate improvements and business growth opportunities with clients
- Continuously improve and document internal processes to ensure increased efficiencies
- Cross-train and assist in other areas as needed such as preparation of payroll and related filings and preparation of income tax returns

Requirements:

- Bachelor's degree in accounting or 2+ years of relevant experience
- Experience with accounting software including various versions of QuickBooks
- Experience with Microsoft Office, especially Excel and Word
- The ability to make judgments, when appropriate, using facts through accounting principles knowledge
- Skills with investigating and analyzing source materials
- Ability to organize and plan workflow that will require minimum supervision
- Dedication to teamwork and leadership
- Highly effective verbal and written communication skills
- Ability to handle multiple tasks simultaneously
- Excellent client relationship and business development skills
- CPA or EA license a plus
- Must be able to pass a background check

If you are interested in applying for this position, please respond to us by email, and include ALL of the following:

- Your cover letter telling us how you meet the qualifications for the position
- Your current resume
- Salary requirement