

Job Description of Senior Accountant

Sullivan Bille, P.C. a medium size Certified Public Accounting Firm, located in the Merrimack Valley, is looking for a senior level accountant for our growing audit practice. We service large and small closely-held businesses, public companies, non-profit organizations, and other various industries; by performing audits, reviews or compilations, tax business advice, or preparing their financial statements and tax returns.

Senior level accountants are responsible for the essential job functions:

- Posses a minimum of three years recent public accounting experience.
- Experience in performing audits, reviews and compilations
- Prepare all necessary financial statements, and related disclosures, and management and SAS 114 letters
- Preparation of client corporate and individual tax returns
- Develop an understanding of the client's business
- Possess strong interpersonal skills

The successful candidate should have demonstrated progress toward obtaining the CPA certificate. A Bachelor's degree in accounting is required. Knowledge of CCH Engagement/Profx is preferred.

This job description is not all inclusive. Management may require the employee to perform various other duties.
