

## *Job Description for Staff Accountant*

**SULLIVAN BILLE, P.C.**, a medium size Certified Public Accounting Firm, located in the Merrimack Valley, is looking for an entry-level staff accountant to join our professional staff. We service large and small closely-held businesses, public companies, non-profit organizations, and various other industries; by performing audits, reviews or compilations, tax/business advice, or preparing their financial statements and tax returns.

Entry level staff accountants are responsible for the following essential job functions:

- Perform audit, review or compilation procedures.
- Prepare workpapers using various computer applications.
- Prepare financial statements.
- Prepare state and federal income tax returns for corporations, partnerships, employee benefit plans, non-profits and individuals.
- This job description is not all inclusive. Management may require the employee to perform various other duties.

We offer a competitive starting salary and a superior benefits package including health insurance and paid vacations, a four day work week in the summer and CPA Exam assistance.

---