SDK
Schechter Dokken Kanter
CPAs ■ Business Advisors

SDK Fulltime Staff Accountant Job Description

Summary

SDK Staff Accountants will complete entry-level auditing, accounting, and tax activities.

Education/Experience Required

150 credit Bachelor's degree in accounting from accredited university/college and have a GPA of 3.0 or better (preferred). We are looking for candidates who are dependable and have great communication skills. Basic knowledge of Microsoft Office products is required. Once employee is established, she/he will be eligible to request a hybrid schedule working remotely up to two days a week (outside of busy season(s) or client deadlines).

BENEFITS:

- Internal Training
- CPA Exam Support
- Professional networking opportunities
- Social activities and lunches with SDKers
- Free membership to onsite fitness center
- Close to all the downtown sports facilities
- Close to a variety of theaters including the Guthrie
- Walking distance to tons of restaurants

Key Responsibilities

Tax

- Prepare individual, corporate and partnership tax returns for clients.
- Review financial records such as income statements and documentation of expenditures in order to determine forms needed to prepare tax returns.
- Prepare a completed and organized tax file including supporting documentation for the tax return.
- Perform tax assignments for multiple states.
- Assist in research projects.
- Understand technical tax principles and begin applying knowledge to practical business problems.
- Understand pertinent IRS sections and regulations.
- Participate in team meetings and activities.

Audit

- Review and understand accounting systems.
- Prepare clear and concise work papers with definitive conclusions.
- Prepare, analyze, and verify financial statements, and other records.
- Prepare recommendations for inclusion in the management letter.
- Assist in the preparation of financial statements and notes to the financial statements.
- Participate in compilation and review engagements.
- Understand the pronouncements of the FASB, AICPA, PCAOB, DOL and GAO/GASB (when assigned to governmental engagements).
- Participate in team meetings and activities.
- *Note, Auditors will be required to travel regularly to client site locally and in the five-state area (approximately 10%). For local travel access to a personal vehicle, Uber, or public transportation will be required.

Accounting Services

- Prepare journal entries as needed to generate a general ledger.

Working Conditions*

- Occasional same-day travel for work at client's offices and seminars.

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• Review and analyze general ledger accounts. • Perform monthly, quarterly and annual compilation engagements. • Prepare monthly, quarterly and yearly payroll processing and returns. • Prepare sales/uses tax, and other monthly/quarterly returns assigned. • Participate in team meetings and activities.	• Occasional out-of-town travel with overnight stay for client work. • "Dress for your day" dress code. • Ideal location near North Loop. • On-site restaurant and Penny's Coffee Shop. • *Note, Auditors will be required to travel regularly to client site locally and in the five-state area (approximately 10%). For local travel access to a personal vehicle, Uber, or public transportation will be required.