



CERTIFIED PUBLIC ACCOUNTANT
2930 Honolulu Avenue, Suite 200
La Crescenta, CA 91214
Tel: (818) 249-1065
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TITLE:	Staff Accountant
CLASSIFICATION:	Full-time,
REPORTS TO:	Owner, Managers, Supervisors and Seniors
FSLA STATUS:	NON - EXEMPT
REVISED DATE:	June 30, 2014

Minimum Qualifications

- Undergraduate or graduate degree in accounting or related specialized course work with sufficient accounting and auditing course work to sit for the CPA examination
- Strong written and verbal communication skills
- Strong technical accounting skills
- Dedication to teamwork
- Integrity within a professional environment
- Ability to analyze client financial accounting information
- Ability to work under the direction of multiple supervisory personnel
- Actively preparing to take the CPA Exam
- Valid driver's license

The Staff Accountant may perform some or all of the following functions under supervision of the senior, supervisor, manager and/or owner:

1. Understand the rules, requirements, and code of conduct of the AICPA, and the authoritative literature established by the FASB and GASB.
2. Be familiar with pertinent IRC sections and regulations as required.
3. Become familiar with the Firm's policies and procedures
4. Gain an understanding of client financial statements and analyze variances
5. Develop and maintain a productive working relationship with client personnel and Firm staff
6. Prepare and file tax returns and assist in other tax compliance matters, such as replying to Tax bureaus and client's Revenue enquiries;
7. Assist in preparing advice on tax considerations in corporate restructuring and financing, mergers and acquisitions, insolvency, asset and project financing and disposals;
8. Assist clients in developing transfer pricing policies and documentation;
9. Provide tax advice in tax consulting (including indirect taxes and compliance); and
10. Assist Seniors / Managers in dealing with tax compliance issues for companies, and solve complex business issues for clients in local, national, and global markets.
11. Assist in the preparation of full disclosure financial statements from client records
12. Attend professional development coursework in their area of expertise
13. Develop an understanding of the various services provided by C&A and identify additional services for clients