

Position Title: Staff Accountant

Job Type: Full Time

Company: Esarey & Associates, LLC

Location: Greenville, OH

Job Category: Accounting & Tax

Job Summary:

Esarey & Associates, LLC has an opening for preferably a manager level accountant or staff accountant to join our growing firm. Established in 1984, our organization has provided tax and accounting services to both business and individual clients in Darke County and the surrounding communities for over 30 years. A diverse and growing client base offers the qualified candidate opportunities for professional growth and advancement within the firm. Responsibilities include but are not limited to:

- Individual Tax Return Preparation/Review & Tax Planning
- Business Tax Return Preparation/Review & Tax Planning
- Payroll Tax Preparation
- Preparation/Review of Interim and Year End Financial Statements
- QuickBooks Consulting
- Participation in general business consulting, business startups, acquisitions and sales

Experience/Certification Required:

- Associates or Bachelor Degree in Accounting
- Two to three years of relevant Accounting experience
- Knowledge of QuickBooks, Microsoft Excel and Microsoft Word
- Willingness to consider continuing education opportunities to complete Enrolled Agent (EA) certification and/or CPA
- Attention to detail and accuracy
- Ability to maintain confidentiality and handle sensitive information

How to Apply: Email resume to esarey@esareycpa.com or mail resume to:

Esarey & Associates, LLC
5180 Children's Home-Bradford Road
Greenville, OH 45331

Salary/Benefits: Compensation based on experience