**STAFF ACCOUNTANT**

Alario & Associates, CPA PC is a reputable mid-sized CPA firm in the North Central Mass area with offices in Leominster and Worcester, Massachusetts. We are a full-service paperless accounting firm that provides tax, audit, accounting, and business advisory services to clients from various states. Due to our continuing expansion and growth, we are seeking an experienced Staff Accountant to join our team and assist with tax and accounting services.

**SUMMARY OF RESPONSIBILITIES**

In this role, you will be responsible for preparing individual and corporate income tax returns. You will also have potential exposure to trust and estate tax returns as well as not-for-profit returns. You will communicate with clients to gather necessary information and clarify tax-related/accounting issues.

**ESSENTIAL FUNCTIONS:**

* Preparation of federal and state income tax returns, for individuals and businesses, including corporations and partnerships
* Potential exposure to federal and state tax returns for estates, trusts and not-for-profit organizations
* Complete specific assignments under supervision in a technically competent manner within allotted budgeted time
* Collaborate with tax team to refine tax procedures
* Perform basic accounting tasks for a variety of clients and businesses utilizing clients’ records (most frequently Quickbooks)

**JOB QUALIFICATIONS:**

* Bachelor Degree in Accounting
* Minimum 4 years’ recent public accounting experience in preparation of tax returns
* Strong communication skills (verbal and written)
* Detail oriented with ability to multi-task and work in a fast-paced environment
* High degree of accuracy and attention to detail
* Strong computer skills, including CCH products, QuickBooks, MS Outlook, Excel and Word experience

We offer a full benefit package, including competitive salary, pension plan, health insurance, flex time, remote work options, tax season bonus, paid vacation and holidays and continuing education. Alario & Associates, CPA, PC is small enough that you will have direct contact with clients and provide them with a wide variety of tax, accounting and advisory services.