



Accountant

Kollath CPA is seeking a qualified individual to fulfill the role of Accountant in our Middleton, Wisconsin office. This position will be the lead accountant for assigned client(s) and is open to full time or part time with a minimum of 20 hours per week.

Responsibilities include:

- Primary client contact for accounting clients.
- Client accounting on a monthly, quarterly or annual basis, both on site and remote.
- Classify, record, summarize and analyze financial data using general ledger software.
- Prepare bank and account reconciliations.
- Prepare business and individual tax returns and tax planning (for those interested in doing tax work during tax season -- tax work is not a requirement for this position).
- Prepare live and after the fact payroll for clients, including payroll tax reporting.
- Comply with federal, state, and company policies, procedures, and regulations.

Desired skills and experience include:

- Associates or Bachelors degree in Accounting.
- 0-3+ years of full cycle accounting experience.
- Knowledge of generally accepted accounting principles.
- Familiarity with QuickBooks, certification preferred.
- Audit and/or tax experience a plus.
- CPA eligibility is desirable, but not a requirement.

Please email resume and cover letter to:

Pam Tanke
Tanke Recruiting
pam.tanke@tankerecruiting.com

Kollath CPA is a full-service accounting firm in the Madison area offering personal attention and customized solutions. We offer flexible schedules, a casual business environment and a comprehensive benefits program.