



**Post Date:** May 29, 2019

**Position:** Accountant  
**Hiring Office Location:** Middleton, Wisconsin  
*2501 Parmenter St., Suite 100B, Middleton, WI 53562*  
**Position Type:** Full-time  
**Experience Level:** At least 2-years of public accounting experience required.  
**Travel Requirement:** Some travel to client locations may be needed.

**Essential Duties:**

- Processes a variety of accounts payable and accounts receivable transactions and general ledger entries.
- Reconciles and balances monthly client's bank accounts.
- Prepares quarterly and monthly tax returns, along with payroll, operating and business taxes.
- Develops monthly financial statements, including cash flow, profit and loss statements (as required), and balance sheets.
- Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepares complex annual individual and corporate tax returns for review and approval.
- Advises clients about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.

**Preferred Expertise:**

- Expertise in a specific field such as insurance (statutory) or tax accounting is a plus, but not a requirement for this role.
- CPA designation and public accounting experience preferred, but not required.

**Minimum Qualifications:**

- Bachelor's degree in Accounting, Finance or related field or equivalent education and/or experience.
- 2-4 years of relevant accounting experience required.
- Audit or Accounting and tax experience preferred.
- Proficient with computer software applications, preferably Microsoft Office Suite, QuickBooks, and automated accounting information systems required.
- Proficient and accurate computer keyboarding skills required.
- Knowledge of the application of Generally Accepted Accounting Principles (GAAP) and tax law.

**How to Apply:**

Please submit your resume to Kristi Pulvermacher by emailing [kpulvermacher@sustainablehr.net](mailto:kpulvermacher@sustainablehr.net).

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**Middleton:**

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**Prairie du Sac:**

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