



# SDK FULLTIME SENIOR ACCOUNTANT

## JOB DESCRIPTION

**Summary:** Seniors work closely with shareholders and staff on all phases of a project and engagement management for multiple clients. Seniors often lead one or more staff, instruct them in work to be performed, review completed work, and direct necessary revisions. Seniors are required to make decisions on all but the most unusual accounting and auditing matters. Seniors perform most work assigned with a minimum of assistance.

### Education/Experience Required

Two to five years of public accounting experience demonstrating a progression in complexity of tax knowledge. Bachelors degree in accounting (or completion of hours to sit for the exam) required. Completed CPA preferred (if licensed, must be a member in good standing with AICPA). Proficiency in use of computers, computer accounting and tax software programs, and Microsoft Office.

### Benefits

- Internal Training
- CPA Exam support
- Professional networking opportunities
- Social activities and lunches with SDKers
- Free membership to onsite fitness center
- Close to all the downtown sports facilities
- Close to a variety of theaters including the Guthrie
- Walking distance to tons of restaurants

### Key Responsibilities

<b>TAX</b>	<b>AUDIT</b>
<ul style="list-style-type: none"> <li>• Prepare more complex individual, corporate, partnership and various other tax returns for clients within specified hours and assigned due dates.</li> <li>• Apply technical tax principles to practical business problems.</li> <li>• Prepares a completed and organized tax file including appropriate supporting documentation for the tax return.</li> <li>• Gather data from client, audit department, and third party sources.</li> <li>• Check data input or verify totals on forms prepared by Staff to detect errors in arithmetic, data entry, or procedures.</li> <li>• Make recommendations to staff on return preparation.</li> <li>• Performs and appropriately documents tax research projects.</li> <li>• Consult tax law handbooks or bulletins in order to determine procedures for preparation of atypical returns.</li> <li>• Research technically complicated tax problems and document results.</li> </ul>	<ul style="list-style-type: none"> <li>• Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.</li> <li>• Prepare audit programs, time budgets and planning documentation.</li> <li>• Supervises and conducts audit, review and compilation engagements.</li> <li>• Detailed testing on various areas of the audit or review engagements.</li> <li>• Supervise the assignments of duties to, and the training of, employees assigned to engagement</li> <li>• Display appropriate delegation of work to staff.</li> <li>• Reviews all workpapers and financial statements before submission to management.</li> <li>• Review and analyze client internal control.</li> <li>• Plan, execute, direct and complete external audits in a variety of industries.</li> <li>• Direct and control concurrent assignments to successful completion.</li> </ul>

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<p><b>TAX CONTINUED</b></p> <ul style="list-style-type: none"> <li>• Prepare tax provisions in the field with management during audit.</li> <li>• Responds to inquiries from the IRS and other tax authorities.</li> <li>• Develop a command of GAAP, other comprehensive bases of accounting, unique or specialized accounting principles and financial statement presentations.</li> <li>• Reviews all workpapers and tax returns before submission to management.</li> </ul>	<p><b>AUDIT CONTINUED</b></p> <ul style="list-style-type: none"> <li>• Research and analyze financial statements and tax related issues.</li> <li>• Prepares routine correspondence to client for approval and signature of a shareholder.</li> <li>• Prepares, as needed, corporate, partnership, individual and other tax returns.</li> <li>• Complete Assignment Performance Reviews for staff on engagements longer than 40 hours</li> </ul>
<p><b>ACCOUNTING SERVICES</b></p> <ul style="list-style-type: none"> <li>• Supervise the preparation and/or prepare timely and accurate journal entries, financial statements, supporting schedules, ad hoc reports, analysis and reconciliation of key accounts to assess accuracy, completeness and need for adjustment.</li> <li>• Supervise and/or prepare payroll/sales and use tax processing and preparation and other such monthly/quarterly and annual returns.</li> <li>• Summarize problem accounting issues, research results, and recommend course of action.</li> <li>• Assist in development and delivery of consulting products and services of the firm: modeling, valuations, profiling, performance measures, technology plans, and profit enhancement.</li> <li>• Develop a command of GAAP, other comprehensive bases of accounting, unique or specialized accounting principles and financial statement presentations.</li> <li>• Apply GAAP knowledge to ensure the proper recording of financial transactions.</li> <li>• Prepare monthly, quarterly and yearly payroll processing and returns.</li> <li>• Prepare sales/uses tax, and other monthly/quarterly returns assigned.</li> <li>• Participate in team meetings and activities.</li> </ul>	<p><b>WORKING CONDITIONS*</b></p> <ul style="list-style-type: none"> <li>• Occasional same-day travel for work at client’s offices and seminars.</li> <li>• Occasional out-of-town travel with overnight stay for client work.</li> <li>• “Dress for your day” dress code.</li> <li>• Ideal location near North Loop.</li> <li>• On-site restaurant and Penny’s Coffee Shop.</li> </ul> <p>*Note, Auditors will be required to travel regularly to client site locally and in the five-state area (approximately 10%). For local travel, access to a personal vehicle, Uber, or public transportation will be required.</p>

**To Apply:**

Send a cover letter and resume to HR Manager Tiffany Hand, [thand@sdkcpa.com](mailto:thand@sdkcpa.com)