

Audit/Tax Staff

Responsibilities

- Work on compilation, review and audit engagements of privately held entities, not-for-profit organizations and lawful gambling audits.
- Prepare appropriate audit work papers
- Assist in the preparation of financial statements and management letters and 990 and 990/T tax returns.
- Prepare tax returns, including supporting work papers for various types of returns such as individuals, corporations, partnerships, estates, trusts, non-profits, etc.
- Prepare extensions and quarterly estimates
- Assist on special projects as assigned

Qualifications

- Bachelor's degree in accounting or related field required
- Previous experience in a public accounting firm desired, but will train the right candidate
- Must meet educational requirements to sit for the CPA exam as outlined by the Board of Accountancy in Minnesota.
- Strong written and verbal communication and interpersonal skills
- Ability to work effectively both as part of a team and independently
- Highly motivated and takes initiative for professional growth and development
- Outstanding organization and project management skills
- Ability to take direction, and exercise sound judgment, tact and diplomacy
- Ability to work overtime, as needed
- Proficient with Microsoft Office