Staff Accountant:

Since 1975, Grant and Smith, LLP has been providing comprehensive certified public accountancy services to individuals, small businesses, non-profit organizations and government entities. As a staff accountant/auditor, you will work under direct supervision of senior accountants and be involved in performing basic audit, review, and compilation procedures, and other management consulting services. Job assignments and responsibilities will become more demanding as you grow in knowledge and experience. You will have frequent direct contact and interaction with client personnel at different levels. Staff auditors are assigned to various engagements as needs are dictated by partners or senior accountants.

The ideal candidate will:

- Conduct field audit engagements for special governmental districts and not-for-profit industry clients
- Plan, design, and implement audit procedures in accordance with Generally Accepted Auditing Standards (GAAS) under the supervision of upper management with the object of rendering an opinion on the financial statements as to fair presentation
- Interact with and facilitate relationships with auditee clients, including required correspondence and ongoing communication throughout the audit project
- Prepare financial statements, note disclosures and auditors’ report
- Perform necessary research for complex audit areas and be familiar with Generally Accepted Accounting Principles (GAAP) for governmental and not-for-profit entities
- Perform audit risk analysis and analytical procedures with audit data
- Perform walk-throughs and tests of internal controls, substantive tests of balances and detail transactions, and document control procedures in narrative format
- Ability to multi-task and work effectively and independently in a fast-paced environment
- Ultimately work independently to complete audits in a timely and efficient manner

EDUCATION & EXPERIENCE

A Bachelors degree in accounting or a degree in a related field with the requisite course work to be eligible to sit for the CPA exam. Course work or experience with government accounting is highly desirable. 1 year experience

OTHER SKILLS & ABILITIES

The successful candidate must demonstrate the following skills and abilities:

- Highly self-motivated
- Proficient to advanced Microsoft Office Suite skills, especially Excel
- Excellent verbal and written communication skills
- Ability to explain complex accounting concepts in simple terms
- Desire to grow professionally

BENEFITS

We offer a competitive benefit package including health, dental, and vision benefits, 401k, profit sharing and other incentive programs.

Job Type: Full-time

Salary: $ 65,000/year
Location:

- Oakland, CA

To apply for this position send the following documents to Courtney@grantandsmithcpa.com:

- Cover letter
- Resume