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## *Tax Accountant Job Description for QRGA, LLP*

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TITLE: Accountant/CPA  
CLASSIFICATION: Full-Time, Exempt  
REPORTS TO: Partners

### SUMMARY OF RESPONSIBILITIES

QRGA, LLP is a well-established CPA firm looking to expand our team of tax professionals. We are currently seeking an energetic individual who is a CPA or CPA candidate with 3 to 5 years of experience in public accounting. Experience with a variety of entity tax returns, tax preparation (corporate and individual) and business consulting is required.

- Preparation/Review of tax returns with accuracy and technical compliance for entities, individuals, trusts and estates
- Thorough understanding of IRS Tax Code
- Participates as a key team member on all client engagements
- Serves as a business advisor to clients

### QUALIFICATIONS

- Excellent communication skills
- Ability to prioritize work and adhere to time budgets
- Strong client relations skills
- Ability to work independently on assigned tasks and accept direction on assignments
- Ability to work effectively with staff members and clients fully aligned with the firm's values.

### EDUCATION/EXPERIENCE

- CPA or CPA Candidate
- Minimum of 3-5 years of experience in public accounting
- Experience with QuickBooks, Pro System FX Engagement, ACL and Lacerte Tax Software a plus.

### WHY QRGA, LLP

QRGA, LLP prides itself on the relationships we have with our clients and our team members. We are fortunate to have a wide variety of clients including closely held businesses, high net worth individuals, employee benefit plans and non-profits. Team members come to QRGA, LLP (and stay for many years) because of our healthy work life balance and commitment to client service. We understand the talents and strengths of individual team members and leverage them to benefit our clients. Our family-friendly firm has found a way to break the mold of the average busy season consisting of long hours and too much time away from home. If you enjoy public accounting, you do not need to leave the industry to be successful at home and in the office. It may just be time to start a career at a different kind of CPA firm.

The job description outlined above is not inclusive of all duties of the job; the candidate may be asked to perform other assignments and duties that will bring value to QRGA while making the position challenging and rewarding to the team member. The job description is intended to give a general overview of the responsibilities and expectations associated with this important role. Accounting and tax professionals at QRGA will be evaluated in part based on the performance of the tasks listed above. QRGA's management team has the right to revise this job description at any time.