

## **Accounting Services Associate**

Location: R & A CPAs, Tucson, Arizona

### **Job Summary:**

As an Accounting Services Associate you will perform assigned responsibilities, including bookkeeping services, general ledger review and financial statement compilation services for a variety of clients under the direction and supervision of the accounting services manager. You will work closely with the engagement partner and/or client contact to accomplish your tasks. You must be committed to providing excellent client service and quality professional work. You will also work to support the Firm's mission, vision and values by exhibiting competence, teamwork, collaboration, innovation, respect, personalization, commitment, and accountability.

### **Education Requirements:**

- Undergraduate degree in Accounting or Finance preferred, but not required

### **Qualifications:**

- Professional work ethic
- Commitment to outstanding customer service
- Strong problem solving and analytical skills
- Proficiency in Microsoft Office and Windows applications
- Excellent communication skills, oral and written
- Strong organizational and time management skills
- Ability to manage multiple tasks and deadlines
- Demonstrated ability to complete own work within tight deadlines
- Ability to work additional hours as needed

### **Responsibilities:**

- Adhere to the highest degree of professional standards and strict client confidentiality
- Assist in completing a variety of client engagements, including general ledger reviews and financial statement compilations
- Consistently demonstrate a commitment to providing excellent client service
- Work closely with engagement partners and/or clients to manage expectations and ensure deadlines are met
- Coordinate with tax and assurance department personnel to ensure appropriate client support is provided and properly documented
- Attend professional development and training sessions
- Represent the firm within the community
- Contribute to the firm's success through various other job-related duties as initiated, requested or required