



Title: Accounting and Tax Assistant

Organization Description: Established in 1990, Prado & Renteria has grown to become the largest Hispanic-owned CPA firm in Illinois. The firm serves a variety of clients through its specialized practice areas: government, corporations, private companies, and non-profit organizations. We are comprised of professionals with experience in audit and management consulting services.

Prado & Renteria CPAs, Prof. Corp. is currently interviewing candidates for a part time position as Accounting and Tax Assistant. (it can become a full-time position). In this position, you will participate in a variety of accounting, tax and accounting consulting engagements; contribute to team building; and build trust-based relationships with clients.

Responsibilities:

- Assist with accounting, tax and consulting services to small business and nonprofit clients including:
 - Provide payroll related services including: Processing payroll checks, preparing federal and state quarterly reports and annual W-2s
 - Process receipts and disbursement data for client bookkeeping maintained at P&R's office
 - Prepare bank statement reconciliations in QuickBooks and month-end closes
 - Print and mail income tax returns
 - File all client information in an organized manner
 - Communicate effectively with clients and all member of the firm
 - Perform assignments as directed within specified budgets
 - Perform a self-review of all work before submitting for review

Qualifications:

- Associate degree in accounting
- Minimum 1 years of accounting and tax experience

Skills:

- Demonstrated technical proficiency in accounting
- Ability to work and communicate effectively with individuals of all levels and of varying backgrounds.
- Proven self-starter and initiative with viable solutions.
- Highly developed skills in Microsoft Office Word and Excel.
- Knowledge of QuickBooks

To Apply: Email cover letter and resume to: hresources@pradorenteria.com.