



Title: Accounting and Tax Supervisor

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 Supervisor. 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:

- Supervise accounting, tax and consulting services to small business and nonprofit clients including:
 - Oversee the operations of multiple engagements for small business and nonprofit clients
 - Coordinate team activities to create a high-quality client service experience
 - Monitor due dates and deadlines to support clients in fulfilling their financial and tax compliance requirements.
 - Review time of staff working on projects
 - Anticipate needs and concerns regarding service delivery and respond in a timely manner.
 - Supervise, motivate and provide guidance to team to ensure that all assigned tasks are performed in accordance with firm policies and client engagement agreements.
 - Create opportunities to engage in regular communication with clients to identify challenges and opportunities to support their business' growth.
 - Review and approve project deliverables.
 - Stay up-to-date with accounting and tax updates

Qualifications:

- Bachelor's degree in accounting, CPA a plus
- Minimum 3 years of accounting and tax experience
- Minimum 1 year of accounting and tax supervisory experience

Skills:

- Demonstrated technical proficiency and project management
- Ability to work and communicate effectively with individuals of all levels and of varying backgrounds.
- Proven self-starter and initiative with viable solutions.
- Knowledge of and practical experience applying Generally Accepted Accounting Principles (U.S. GAAP)
- Highly developed skills in Microsoft Office Word and Excel.
- Ability to travel to various client sites as needed.

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