

Position Title: **Senior Accountants**
Job Function: **Accounting and Tax**
Job Location: **Chicago, IL**

Job Description

Senior Accountants for Chicago, IL location. Perform bank reconciliation, revenue/expenses recognition, analyze account information, maintain and reconcile general ledger accounts. Perform procedures to close the accounting records (monthly, quarterly and annually). Prepare consolidated financial statements, prepare budgets and budget revisions, coordinate budget implementation, and prepare expenditure reports for small business and non profit clients. Monitor and maintain approved expenditures in accordance with approved contracts/grants for nonprofit clients. Review payroll reports, perform payroll reconciliation and ensure accuracy of payroll taxes based on federal and state requirements. Prepare financials and schedules to be used in audit procedures and provide explanations. Assist in the preparation of federal and state income tax returns (gather data for forms 1120S, 1120, 1065). Oversee the preparation of forms 990, AG990-IL, 1099-MISC. Gather client information and analyze for discrepancies or unusual trends. Prepare client reports and make recommendations to supervisor. Perform document review, financial data collection and variance analysis compared to budget projections. Implement new accounting system/QuickBooks for client use. Train staff accountants and evaluate their work. Technical Tools: GAAP (Generally Accepted Accounting Principles), Quickbooks, ProSeries.

Job Requirements

*Master's degree in Accounting, Finance, or related field plus two years of experience in the job offered or as an accountant required. Required Skills: Quickbooks; preparing and reviewing payroll data for processing; GAAP; preparing documentation and providing explanations for external audits; performing variance analysis; federal and state payroll tax requirements; preparing consolidated financial statements and expenditure reports; preparing and coordinating implementation of government contract and grant budgets and developing budget revisions for nonprofit clients; monitoring and maintaining approved expenditures in accordance with approved contracts/grants for nonprofit clients. (*Bachelor's degree in Accounting, Finance, or related field plus five years of progressive experience in the job offered or as an accountant also acceptable.)

Any applicant who is interested in this position may apply to the following individual for consideration:

hresources@pradorenteria.com
Ref: WZ
Prado & Renteria Certified Public Accountants
1837 South Michigan Avenue
Chicago, IL 60616