PRADO & RENTERIA
Certified Public Accountants

Senior Accountant

Prado & Renteria CPAs, Prof. Corp., is currently interviewing Senior Accountant to join our office in Chicago's South Loop. In this position, you will participate in a variety of accounting and tax engagements and special projects, contribute to team building, and build trusted relationships with clients.

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 nonprofit organizations. We are comprised of professionals with experience in audit and management consulting services.

The Senior Accountant will play a key role in supporting the team to achieve the firm's goals and growth plans for the Accounting and Tax Department. This individual will be responsible for managing their own growth and development (G&D) while ensuring client satisfaction within the accounting and tax service lines. The role involves performing accounting closings, support in audit procedure, ensuring compliance with GAAP for accounting work, and adhering to federal and state regulations for tax work, while also support in tax planning and preparation services. The ideal candidate must have solid knowledge of GAAP and will also possess a good understanding of tax laws and regulations.

Responsibilities

- Support manager in multiple engagements for small business and nonprofit clients.
- Support manager in creating a high-quality client service experience.
- Support manager in monitoring due dates and deadlines to support clients in fulfilling their financial and tax compliance requirements.
- For assigned engagements: Anticipate needs and concerns regarding service delivery and respond in a timely manner.
- Perform assigned client engagement in accordance with firm policies and client engagement agreements.
- For assigned engagements: Create opportunities to engage in regular communication with clients to identify challenges and opportunities to support their business growth.
- Relevant to assigned engagements: Stay up to date with accounting and tax updates.

Accounting

- **Financial Management:** For assigned engagements, conduct monthly and quarterly closing activities, ensuring timely and accurate general ledger recording. Review and mentor staff accountants, ensuring bookkeeping, bank, general ledger accounts and payroll reconciliations are accurate and complete.
- **Month-End/Quarter-End/Year-End Close:** For assigned engagements, lead or assist in the closing process, including preparing, reviewing, and posting journal entries.
- **Financial Reporting & Analysis:** For assigned engagements, prepare, review, and analyze financial statements, including balance sheets and income statements, ensuring accuracy and compliance with GAAP.
- **Attestation:** Perform financial statement compilation engagements, ensuring reporting and note disclosures comply with SSARS.
- **Audit Support:** Support in client's external audit support by preparing documentation and providing detailed explanations of financial records.
- **Technical Accounting Support:** For assigned engagements, provide support to clients in complex accounting areas, including lease accounting, nonprofit revenue recognition, net assets reconciliation, and other areas as needed.

- **Accounting Research**: For assigned engagements, proactively investigate and research GAAP standards and regulatory updates to resolve complex accounting issues, ensuring that all financial reporting is accurate and fully compliant with current industry standards.
- **Team Support:** Mentor, train, and review the work of junior or experienced accounting staff.
- **Client Relationship:** For assigned engagements, develop a deep understanding of client businesses through active listening to solve complex problems and suggest consulting solutions.
- **Process Improvement:** Contribute to the development of firm-wide accounting systems, programs, and procedures to enhance operational efficiency.

TAX

- **Corporate Tax Support:** Assist in tax preparation by ensuring financial data is accurate, complete, and fully compliant with GAAP and tax regulations prior to transition to the tax department. Execute post-filing tax adjustments in a timely manner.
- **Book-to-Tax Reconciliation:** Understand differences between book and tax accounting, perform reconciliations between book income and taxable income, identifying permanent and timing differences to ensure the general ledger is fully aligned with tax reporting requirements before final submission.
- **Nonprofit Tax Returns Preparation:** Prepare informational tax returns Form 990.

CLIENT SERVICE

- Manage day-to-day client relationships.
- Take responsibility for quality client service.

DIVERSITY AND INCLUSION

- Able to work effectively in collaborative and diverse teams.
- Adjusts and adapts communication styles to be effective in a diverse workplace.

Qualifications

- College degree in Accounting or Business.
- Minimum 3-5 years of experience in accounting.
- Professional trust and confidence of the partner group and staff.
- Ability to manage multiple projects simultaneously. (Not the same as multi-tasking).

Skills

- Strong mathematical and analytical skills
- Advanced accounting abilities
- Proficiency in Excel and accounting software
- Team player with a positive – 'can do' approach.
- Strong communication skills (written and verbal).
- High level of reliability, credibility, and responsibility.
- GPA of 3.0 or higher.

Education

Bachelor's (Required)

Experience

- Microsoft Excel: 3 years (Required)
- NFP Accounting: 2 years (Required)
- Public accounting: 3 years (Preferred)

Salary

$75,000 - $85,000, per year

Work location / physical setting

In person / Office

Ability to commute / relocate

- 1837 S. Michigan Avenue, Chicago, IL 60616
- Reliably commute or planning to relocate before starting work (Required)

To apply, email your cover letter and resume to:
hresources@pradorenteria.com