



Certified Public Accountants

Staff Accountant

Barton, Walter & Krier, P.C. is a full-service CPA firm with the talent and expertise to offer an array of accounting, audit, consulting and tax services -- all prepared in accordance with professional standards. We are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-round planning. We listen to our clients' needs and strive to exceed expectations.

At Barton, Walter & Krier, P.C., we offer a dynamic work environment that is both supportive and engaging. We foster a culture of innovative thinkers and are proud to support you in your professional goals. If you are passionate about helping clients succeed at a collaborative, innovative and experienced firm, BWK is the place for you.

We are conveniently located in the northwestern suburbs; servicing businesses state-wide.

Title: Staff Accountant

FLSA Status: Exempt

Compensation Grade:

Office Location: Maple Grove, MN

Reports to: Partners / Directors

Position Purpose

The Staff Accountant is responsible for preparing efficient, accurate, and timely tax returns and financial statements for all assigned clients, assist with bookkeeping, research and consulting projects for closely held small businesses. Manage client workload and assignments for seniors throughout the year. Maintain and expand knowledge through both internal and external continuing education courses relevant to performance of duties and responsibilities. Identify areas of specialized interest where you may become a key resource to the firm (industry, tax or acctg, software, current events). In this role you will attend 2-3 Practice Development activities per month.

Major Tasks, Responsibilities & Key Accountabilities

- Prepare client correspondence, letters, emails, or other communication on a regular basis
- Build relationships with clients by providing superior client services
- Demonstrate excellent team skills, positive attitude and high ethical standards
- Respond to clients and colleagues requests in a timely, accurate, positive and professional manner
- Prepares basic work papers, including clear concise written documentation
- Effectively follows instruction and meets time budgets and deadlines for assigned areas, projects and overall assignments
- Achieves annual goals for chargeable and total hours

- Perform basic tax and attest level services for clients
- Prepare basic corporate, partnership and individual returns
- Summarize basic client data needed to complete work papers and financial statements
- Drafts financial statement including footnotes
- Applies basic accounting standards

NEW:

- Prepare returns which include: corporate, partnership, individual, gift, sales tax
- Assist clients with: payroll, sales & MN care taxes, 1099s, w2's
- Become knowledgeable and proficient with firm software: profx, caseware, tvalue, depreciaton solutions, bna
- Apply tax code to corporate, partnership and individual tax assignments
- Apply generally accepted accounting standards to accounting transactions
- Other assignments including: tax planning, maintaining depreciations records for clients on book, tax, state and amount methods, prepare loan and lease amortization schedules

KSA, Competencies and Administrative

- Excellent verbal and written communication
- Knowledge of all routine tax and accounting best practices
- Focus and dedication to client service
- Excellent time management skills while managing multiple projects
- Ability to proficiently use technology tools in regular assignments and demonstrate commitment to improving work processes through use of technology
- Completes and releases time on a daily basis

Qualifications

- Bachelor's degree in Accounting, Finance or related degree
- Working towards CPA completion