

Full-Charge Staff Accountant (Red Bluff) Tobin and Associates

Starting Wage: \$20.00 - \$24.00 per hour DOE

Benefits: Comprehensive benefits package: medical, dental, vacation, holiday and Simple IRA plan with up to 3% match.

Days:

During Tax Season: Monday – Friday / 8:00am – 5:00pm

Off Season: Monday – Thursday / 7:30am – 5:00pm, Friday 8:00am – 12:00pm

*Full-time, year round permanent position



Busy accounting firm seeks a full time, long term, highly skilled Full Charge Staff Accountant.

Responsibilities of F/C Staff Accountant:

- General Ledger
- Financial statement preparation (write ups, compilations, reviews)
- Tax return support

Requirements of Full-Charge Bookkeeper/Staff Accountant:

- Must have a minimum of four years' experience in full-charge accounting
- Must have a working knowledge of cloud based interactive programs such as Drop Box, QuickBooks, LogMeIn, etc.
- Must have a good working knowledge of Word, Excel, Outlook, QuickBooks
- Must be able to pass a pre-employment drug screen and criminal background check
- Must have a valid CA driver's license and clean DMV record

***Successful candidates are subject to a pre-employment drug screen and comprehensive background screening.*

To Apply: Please submit a cover letter and resume to a JTC Staff person or email to kgarcia@jobtrainingcenter.org.

This position is open until filled.