

### About JRM CPAs

JRM CPAs is a forward-thinking accounting firm based in Onalaska, WI. JRM CPAs provides simplified accounting, tax, and business solutions to our broad base of clients in the tri-state area. Getting to know our clients on a personal level is what we believe makes the difference. We view our client relationships as a partnership and strive to help our clients realize their potential at both the individual and business level. We leverage technology to develop creative ways of meeting the needs of both employees and clients.

JRM CPAs is a mid-sized company that values its employees as much as its clients. We encourage employee input on business operations, respect each individual's ability to work independently, and emphasize work-life balance (even during Tax Season!) When we think of work-life balance, we understand that family is important. We encourage employees to take the time needed during the workday to meet family obligations, and also support and encourage community involvement. We view continued professional growth and development as essential for all employees to meet the ever-changing needs of our clients. We believe our work culture is part of what sets us apart and our clients respect and value us for it.

### Position Description

As a Staff Accountant, you will work directly with clients to meet their accounting and tax needs. You will work with client managers to assist clients with a variety of accounting needs, accurately prepare tax returns in a timely and efficient manner, and will be viewed as an integral piece of the client's business. This position will require an individual who is self-motivated and willing to learn. Excellent written and verbal communication skills are required.

Hours: Our office hours are Monday to Friday 8:00am to 5:00pm (Fridays during the summer we close at Noon). Flexible scheduling is available after an introductory period depending on the candidate. This is a full-time position requiring 40 hours minimum per week. Additional hours are required during tax season.

### Job Responsibilities:

- Prepare compiled and reviewed financial statements
- Review client-prepared financial statements and propose adjustment entries
- Prepare individual and business tax returns
- Assist with Tax Planning
- Minimal bookkeeping including payroll, bank or credit card reconciliations, sales and use and payroll tax filings

### Education and Skills Requirement

- Bachelor's degree in Accounting required
- Must be proficient in Microsoft Excel
- Comfortable working across multiple software platforms and with digital documentation

### Personal Traits

- Willing to do the right thing regardless of the consequence
- Positive Attitude/Fun
- Enjoys solving problems
- Dedicated
- Caring

Send resume' and cover letter to [info@jrmcpa.biz](mailto:info@jrmcpa.biz).