



WSCP
Business of the Year



Staff Accountant, Tax

About us:

We think you will find Berntson Porter & Company a unique group of people. At BP, we bring together energetic and entrepreneurially-minded individuals to build community relationships. We have been recognized each of the past three years as one of the "Top 100 Accounting Firms to Work for in the nation," by Accounting Today. Our mission is to assist our clients in identifying, clarifying, and achieving their goals. We accomplish this by caring about our clients' families and companies as if they were our own. We also believe work should be more than just a way to make a living; rather, we think the role of each of us in the firm should lend to our personal growth and fulfillment. It will be part of your responsibility to let us know if we're falling short of our goal. We strive for perfection and know we can always improve.

We're passionate about creating an environment where people love what they do and who they are doing it with. A place where...

- The President knows your name
- Customers (and our customers' families) are always top of mind
- The energy and knowledge levels of the team will get you fired up, every day
- Hard work is rewarded professionally and financially!

Our need:

We are a dynamic and growing mid-size CPA firm in Bellevue looking for Tax Staff accountants who are given a wide variety of diversified accounting and tax assignments under direct supervision. We are also looking for individuals who provide an easy smile, excellent customer service and communication to clients and staff, and are genuinely fun people to be around.

Specifically:

- Performs review procedures as assigned by supervisors.
- Prepares tax returns and assists in proofing tax returns and other documents.
- Performs other accounting duties as needed in engagements and as assigned by supervisory personnel.
- May be required to perform all phases of an engagement including report writing and tax return preparation.
- Demonstrate an active interest in becoming familiar with firm's policies and procedures.
- Understands the rules, regulations and code of professional conduct of the AICPA.
- Progress professionally by striving to meet the firm's practice development expectations.

- Become familiar with pertinent IRC sections and regulations.
- Obtain a working knowledge of research techniques and the various research sources in the firm library and the firm software.
- Become proficient in the preparation of corporate, individual, partnership, fiduciary and other tax returns prepared by the firm.
- Assume responsibility for the completion of tax returns under the supervision of more experienced staff.
- Such other duties as may be assigned.

We'll fall for you fast if you have:

- Bachelor's degree in accounting and/or master's degree in accounting.
- Holds a current and valid certified public accountant's license. If have yet to pass the CPA exam, progress professionally by working toward passing the CPA exam as soon as possible.
- Proficiency with computer, excel software and calculator.
- Well-rounded knowledge of accounting principles and personal income taxes.
- Ability to communicate clearly and concisely in English.
- Work well independently and within a team structure
- Very strong written and verbal communication skills
- Strong analysis skills
- Service-oriented, results-oriented, and welcomes structure and process in the work day
- Top notch organizational, detail-orientation and follow through skills
- Has a desire to succeed in public accounting

Even better:

- Background in Real Estate and/or Construction is strongly desired.
- A friendly team player who is helpful, respectful, outgoing, and positive

Your job may require you to sit for long periods of time, but rest assured we do encourage you to get up and move. When you do, the people will be cool and the downtown Bellevue scenery can't be beat! Also, occasional overtime work required throughout the year. Heavy overtime work required each year from January 15 through April 30.

An excellent opportunity awaits you to accelerate your career in an environment that fosters collaborative leadership and professional development. We offer a competitive salary with bonus opportunity, full benefits, 5 weeks of PTO and career growth within a dynamic CPA firm. An interesting and challenging experience awaits you as an employee of Berntson Porter & Company.

Are you interested in speaking with us or know someone that may be? Please apply or we welcome your referrals! For immediate consideration, please email your resume to resume@bpcpa.com

At this time, we are considering only local candidates who are able to work without employer sponsorship. No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.

www.bpcpa.com