

LOCATIONS

Arizona – Phoenix
Colorado – Denver and Golden
Iowa – Dubuque
Idaho – Boise
Montana – Billings
North Dakota – Bismarck and Fargo
Oklahoma – Oklahoma City and Tulsa

OUR PROMISE

You can expect a different experience working at Eide Bailly; one that is truly caring and supportive; one where you play an active role in your career; and one where you have the opportunity to make an impact.

SUMMARY OF RESPONSIBILITIES

Associates are given a wide variety of diversified accounting assignments (audit and tax) under the supervision of different professionals. Performance is judged based on the quality of work, application of accounting knowledge and ability to meet time constraints.

ESSENTIAL POSITION RESPONSIBILITIES

Prepares for and performs financial audits for clients on a regular basis. Plans for and prepares tax returns for clients on a regular basis.

Internal Relations

- Assists with planning and scheduling engagements.
- Assists in proofing financial statements and other accounting documents.
- Reconciles accounts to control accounts.
- Performs research activities as tax issues arise.
- Participates in Quality Circles and on other committees and in meetings as assigned.
- May be asked to assist others with general software troubleshooting and usage.

External Relations

- Performs audit review and compilation procedures for clients as assigned by supervisors.
- Performs field work at client locations as necessary.
- Prepares audit reports.
- May perform all phases of an engagement including prep, workpapers, report writing and tax return preparation.
- Performs other accounting, auditing and tax-related duties as needed in engagements and as assigned by supervisory personnel.

EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in Accounting with 150 credit hours completed upon graduation.
- Valid Certified Public Accountant's license or working towards obtaining a CPA's license.

KNOWLEDGE AND SKILLS

- Must possess a well-rounded knowledge of tax and accounting principles.
- Demonstrates the ability to work on multiple projects and meet deadlines by setting priorities with work projects.
- Proficient with computers, spreadsheet software programs and calculators.

REQUIRED COMPETENCIES/QUALITIES

- Demonstrates competencies in accordance with the Performance Management Process.
- Demonstrates strong interpersonal skills with the ability to establish and maintain effective working relationships with staff, partners, public and external agencies.
- Prompt and dependable attendance.

PHYSICAL REQUIREMENTS

- Frequent same day travel for work at client's offices using a personal vehicle.
- Occasional out-of-town travel with overnight stay for work at clients using a personal vehicle.

- Able to work occasional overtime throughout the year. At times, may work a total number of hours in excess of 55 hours per week.

EOE