



Position Opening - Staff Accountant

OnTarget CPA is seeking an upwardly mobile Staff Accountant to join our team. We are a forward-thinking firm located in the heart of downtown Indianapolis. A certified public accounting firm, OnTarget CPA specializes in accounting, taxation, IRS resolution, and consulting needs for individuals and small to medium size companies. As one of the top CPA firms in Indianapolis, our focus is on providing exceptional personal service to our clients.

Position Description

Responsibilities include accounting and reconciliations; preparation of balance sheets and profit and loss statements; individual, corporate, trust and estate, not-for-profit tax return preparation; tax planning; entity set up and planning; budgeting and strategic planning; preparation of 1099s; personal property tax returns; filing of sales and industry-based taxes. This position is an excellent fit for an upwardly mobile accounting professional seeking the skills and opportunity within a growing firm.

Specific Responsibilities

- Maintain and update records and reports for profit and loss, taxes, liabilities, and assets
- Perform account analysis and reconciliation, including bank statements and general ledger accounts
- Review general ledger accounts and prepare adjusting journal entries
- Prepare financial reports
- Prepare balance sheets and profit and loss statements
- Prepare personal and corporate income tax returns
- Prepare 1099s, personal property tax returns, file industry-based taxes
- Tax planning
- Budgeting and forecasting
- Entity-set up and planning
- Tax research
- Comply with federal, state, and local financial requirements by studying existing and new legislation, and maintaining compliance
- Continue ongoing education by participating in webinars, workshops, conferences and networking events
- Provide exceptional customer service
- Maintain confidentiality with personal and sensitive data

ontargetcpa.com



101 West Ohio Street, Suite 800, Indianapolis, Indiana 46204
OFFICE | 317-820-2000 FAX | 317-536-3104

Qualifications and Competencies

- Bachelor's degree in accounting, business accounting, or finance
- Internship or professional accounting experience
- Familiarity with accounting principles, ability to analyze figures
- Detail orientated
- Ability to multitask, prioritize, and organize efficiently
- Excellent verbal and written communication skills
- Commitment to customer service and supportive of OnTarget CPA's core values

Preferred Qualifications

- CPA, or in active pursuit of CPA license
- Experience preparing individual and corporate tax returns
- Advanced technology skills
- Desire to grow and advance through continued training

Salary and Benefits

- High quality health insurance, dental insurance, and vision
- Auxiliary cancer and critical care health coverage
- Life insurance
- 401K plan with company match
- Bonus opportunities
- Company paid parking
- Paid time off, paid holidays
- Professional incentives, including paid continuing education
- CPA preparation costs covered for study materials and exam fees
- Paid Professional memberships for Indiana CPA Society and AICPA
- Best-in-class technology and software
- Employee incentives, including meals during tax season, birthday dinners, and paid staff outings
- Competitive salary, commensurate with experience

To Apply

Send resume and cover letter to renee@ontargetcpa.com. No phone calls, please.