



Position Opening - Senior Accountant

OnTarget CPA is seeking an upwardly mobile Senior Accountant to join our team. 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 located in the heart of downtown Indianapolis, our focus is on providing exceptional personal service to our clients.

Position Description

Responsibilities for the Senior Accountant include accounting and reconciliations, tax return preparation, tax planning, and entity set up and planning. A Senior Accountant is responsible to train and mentor the lesser-experienced accounting staff and review completed work. This position is an excellent fit for an upwardly mobile accounting professional seeking the skills and opportunity within a rapidly growing firm.

Specific Responsibilities

- Review general ledger accounts and prepare adjusting journal entries
- Prepare financial reports, GL and Financial Statement analysis
- Prepare balance sheets and profit and loss statements
- Prepare personal and business income tax returns
- Prepare 1099s, personal property tax returns, file payroll and industry-based taxes
- Review and approval of prepared tax returns and other tax filings
- Conduct critical conversations with clients regarding billing and invoices
- 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
- Provide leadership to Staff Accountants and interns through training and mentoring
- Continue ongoing education by participating in webinars, workshops, conferences and networking events
- Achieve required annual CPE credits
- Provide exceptional customer service
- Ensure accuracy and quality control of all work product
- 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
- Minimum 3-5 years of experience at a CPA firm
- Familiarity with accounting principles, ability to analyze figures
- Experience preparing individual, corporate and partnership tax returns
- 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 with tax return review
- Advanced technology skills
- Desire to grow and advance through continued training
- Delegation and leadership skills

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
- Paid Professional memberships for Indiana CPA Society and AICPA
- Best-in-class technology and software
- Employee incentives, including meals during tax season, and paid staff outings
- Competitive salary, commensurate with experience

To Apply

Send resume and cover letter to renee@ontargetcpa.com. No phone calls, please.
Remote employment will not be considered.