GALLEROS ROBINSON
CERTIFIED PUBLIC ACCOUNTANTS, LLP

JOB OPPORTUNITY

TITLE: **STAFF ACCOUNTANT**

DUTIES: Perform Testing, document test results, identify findings as applicable, and work with the internal staff to design corrective actions that mitigate risk and ultimately add value using paperless Audit Tools. Responsible for drafting finding memos/comments for areas under review. Prepare documents detailing work performed and conclusions reached. Communicate findings to the auditor in charge and to senior management. Understand and incorporate elements post-review corrective actions into future planning and risk assessments. Learn to scope out the length and difficulty of tasks and projects. Assess if internal controls are in place and test if working effectively. Understand the current accounting principles and auditing techniques. Prepare individual (1040) and business tax returns (1120, 1120's, 1065), nonprofit entities returns (990) and associated schedules and financial statements using Tax Software. Coordinate to obtain additional information on taxable income and deductible expenses and allowances. Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns. Consult tax law handbooks or bulletin to determine procedures for preparation of atypical returns. Provide future tax planning to clients. Work on Claims Auditing at different School Districts. Familiar with software like Drake, Workpapers CS, PPC, QuickBooks, ADP etc. Manage chart of accounts for different clients. Also manage weekly accounts receivables and payables for clients. Prepare monthly bank reconciliations, monthly financial reports. Process Payroll for clients.

REQUIREMENTS: Bachelor's degree or equivalent in Accounting, Finance, or related field and two years of experience as Accountant or Financial Analyst or related fields.

SALARY RANGE: $73,070 per year

HOURS: Monday through Friday 9:00am to 5:30pm

JOB LOCATION: Deans Archer Co. CPA'S (is now Galleros Robinson)

300 Merrick Road, Suite 209, Lynbrook, NY 11563

CONTACT: Samantha Moore, Office Manager, Tel: (516)-872-6922

DATE POSTED:

DATE REMOVED:

RESULTS:

EMPLOYER ATTESTATION:

This notice was clearly visible and unobstructed while posted. It was posted for at least ten (10) consecutive business days in a conspicuous location in the workplace, where the employer's U.S. workers could readily

read the posted notice, including but not limited to locations in the immediate vicinity of the wage and hour notices.

EMPLOYER'S SIGNATURE:

This notice is posted in connection with the filing of an application for permanent alien labor certification. Any person may provide documentary evidence bearing on the application to the U.S. Department of Labor at the following address:

U.S. Department of Labor
Employment and Training Administration
Office of Foreign Labor Certification
200 Constitution Avenue NW, Room N–5311
Washington, DC 20210

Deans • Archer & Co. is now