WE'RE HIRING

FOR A **CERTIFIED PUBLIC ACCOUNTANT** AT SPOELMAN, HOVINGH & FELDT INC.

YOUR OPPORTUNITY

The Certified Public Accountant will prepare financial statements, tax returns and payroll returns for our clients. Assists business owners and individuals in maintaining as well as improving their financial health and reporting procedures.

ABOUT US

Spoelman, Hovingh & Feldt Inc. is a family/community-centered firm offering a broad range of accounting services to both businesses and individuals.

With a long history of strong West MI values, this firm is looking for a CPA to join their team.

HOW TO APPLY: Please send your resume to Lisa@WorkWise24.com.
We look forward to hearing from you.

WE'RE HIRING

SUBMIT YOUR RESUME TODAY!

DUTIES/RESPONSIBILITIES:

- Meet with clients to discuss their current practices and financial needs.
- Review financial statements and tax forms to ensure accuracy.
- Handle payroll and payroll taxes for clients.
- Provide financial management advice for business and individuals.
- Prepare periodic quarterly financial statements.
- File required tax forms with federal, state, and local government agencies.
- Meet with clients to prepare individual income tax returns.
- Perform other related duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting and tax software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Experience with Quickbooks.
- Proficient in Microsoft Office Suite or similar software.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting
- Certified Public Accountant
- Two to five years of accounting experience preferred.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

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