

WHO WE ARE

We are Landmark, one of the state's largest locally-owned CPA firms. If you are looking for more than just another job, consider us. Our associates are family, and they're our greatest competitive advantage. Our long-standing reputation for excellence is attributable to the talent, integrity and professionalism of our staff. Not only do we search for people with experience and an innovative spirit, we look for those who are real, friendly, approachable and who possess great communication and people skills. Does that sound like you?

WHAT YOU'LL DO

You'll work with a skilled team of professionals as we provide valued, quality services to a variety of our clients, exceeding their expectations. You will be responsible for

- General ledger accounting
- Processing and recording cash receipts and disbursements
- Bank reconciliations and other account reconciliations
- Billing and accounts payable
- Financial statement preparation
- Payroll preparation and processing and payroll tax filings
- Sales tax reporting
- Preparation of franchise tax reports
- 1099 preparation

SKILLS NEEDED

You need to possess these skills:

- At least three years of relevant experience
- Advanced QuickBooks skills
- Strong knowledge of payroll
- Proficient in Excel
- Excellent organizational and time management skills
- Ability to manage multiple projects at once
- Exceptional attention to detail
- Strong oral and written communication skills