



Job Description – Accounting Services Specialist

- Are you an accounting professional who wants exposure to a diverse client base?
- Are you interested in joining an established firm that focuses on providing staff growth and advancement potential?

If this sounds like you, then let's talk!

Since 1972, Cray, Kaiser Ltd. has been serving a diverse client base with a focus on the family-owned or closely held business. Besides the standard audit, accounting, and tax programs, we offer our clients a full range of business consulting services to assist with the complete life cycle of the business.

Our Core Values

- **Education:** We believe in lifelong learning. The best way to be successful is to empower yourself with knowledge – and then share it with your team and clients.
- **Integrity:** We embody accuracy and sincerity through our work and our actions.
- **People:** We value the person. Everybody on our team has something to offer to the success of our clients and our firm.
- **Care:** We believe the work we do matters because of the people and the businesses it impacts.
- **Trust:** We take pride and ownership in our work, elevating us as teammates and as trusted advisors.

We are looking for an Accounting Services Specialist with 1-3 years of public accounting experience. You'll work either independently or within a team depending on the assignment, and you will have the opportunity to participate in Cray Kaiser's staff development program which includes internal and external education, mentoring, and annual performance appraisals.

What We Offer

- Health, Vision & Dental Plans, Life Insurance, Short & Long-term Disability
- 401(k)
- CPA and CPE reimbursement
- Vacation & Holiday Pay
- Casual dress office environment for non-client-facing days!
- Robust staff development program including internal and external education, a mentoring program with direct partner input, and annual performance appraisals
- A positive and challenging environment with a people-oriented team!

What You'll Be Doing

- Providing accounting services for a variety of clients, primarily family-owned and closely held businesses
- Preparing financial statements
- Executing multiple compilations and bookkeeping engagements
- Initiating technology projects such as integration of applications and conversion of data to various QuickBooks platforms
- Preparing corporate and individual tax returns

What You'll Need to Be Successful

- 1-3 years of experience in public accounting focused on accounting services
- Experience with Excel, various Thompson Reuters applications, QuickBooks, Lacerte
- Strong written and verbal communication skills
- QuickBooks Pro Advisor Certification is preferred
- Corporate and individual tax preparation
- Ability to manage multiple projects & deadlines

Contact

Please email your resume and salary requirements to: joinourteam@craykaiser.com