

## **Full-Time Staff Accountant**

Are you an accountant starting your career, looking for a firm that provides the advantages of a smaller firm with a personal work environment while offering the complexity of work of a larger firm? Are you interested in experiencing both audit and tax work and being exposed to a variety of clients in different industries? Is maintaining a healthy work-life balance a priority for you?

***Gordon Advisors offers all that and more!*** We are looking to add Staff Accountants to our team who are who are passionate about public accounting and driven to progress in their career.

### **About Us**

Established in 1954, Gordon Advisors is the 16th largest public accounting and business consulting firm in Southeastern Michigan. We are a growing, dynamic firm looking for the right people to grow with us. We believe in providing outstanding service to our diverse client base while building a strong firm culture for the Gordon team.

The heart of our success starts with a strong team with shared goals, therefore staff development is essential. Our team members are exposed early to client work in different service lines and industries in order to help them find their true passion and set their own career path. Our staff accountants build their skills by working directly on client engagements while being mentored by partners, senior managers and other team members.

We recognize our staff have personal lives outside of work, and keeping a healthy work-life balance results in a more productive team. For that reason, our staff work fewer total hours per year than industry average.

### **What You Will Do:**

- Prepare payroll tax, federal, state and/or local tax and basic personal income tax and business returns.
- Compile workpapers and other accounting reports for a variety of client entities and tax engagements.
- Understand basic tax issues and apply appropriate code and regulations to client situations.
- Record transactions in ledgers, prepare trial balances and simple financial statements.
- Reconcile accounts to control accounts.

### **What We Are Looking For In Candidates:**

- Bachelor's degree in accounting required
- 150 credit hours completed or Masters of Accounting a plus
- Actively working toward passing the CPA Exam as soon as possible
- Desire to learn and a teachable personality
- Excellent verbal and written communication skills
- A dedication to teamwork, collaboration and leadership
- Ability to handle multiple tasks simultaneously
- Proficiency with Microsoft Office Suite and possess sufficient skills to navigate within commonly used software programs
- Eligible to work in US without employment sponsorship now and in the future

We offer an excellent compensation and benefit package commensurate with experience and opportunities for career advancement. Gordon Advisors has been named one of Inavero's Best of the Best Accounting Firms, Accounting Today's Top 100 Accounting Firms to Work For, and in 2019 we were recognized as One of the Best and Brightest Companies to Work For in Metro Detroit - our 14th consecutive year earning this honor.

Gordon Advisors is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation, or any other legally protected status, in accordance with applicable federal, state or local law.