

# Job description

## About us

**Wolfe and Company, PC is a small local business located in Abilene, Texas that was founded in 1973. Our team has many years of experience and most of our clients have been with us for many years which speaks volumes about our firm.**

## Responsibilities:

- Income tax preparation for personal and business tax returns
- Prepare and examine financial records, statements, and reports
- Ensure accuracy, completeness, and compliance with accounting standards
- Analyze financial data and provide recommendations for improvement
- Utilize accounting software to record and process transactions
- Provide financial management support to clients
- Conduct cash flow analysis and forecasting

## Skills:

- Certified Public Accountant (CPA) designation is preferred
- Strong knowledge of accounting principles and practices
- Proficiency in using accounting software and tools
- Experience in public accounting or working with multiple clients
- Familiarity with bank reconciliations, general ledger entry and financial statement preparation
- Excellent analytical skills with attention to detail
- Strong organizational and time management abilities
- Effective communication skills to interact with clients, colleagues, and stakeholders

As a Certified Public Accountant, you will play a crucial role in ensuring the accuracy and integrity of financial information. Your expertise in accounting principles, financial management, and analysis will contribute to the success of our organization. You will have the opportunity to work with a diverse client base, providing valuable insights and recommendations for improving their financial performance. Join our team of dedicated professionals as we strive for excellence in the field of accounting.

Job Types: Full-time, Part-time

Pay: From \$60,000.00 per year

## Benefits:

- Flexible schedule
- Health insurance
- Paid sick time
- Paid time off
- Retirement plan

Experience level:

- 2 years

Physical setting:

- Office

Supplemental pay types:

- Bonus opportunities
- Performance bonus

Experience:

- Tax accounting: 2 years (Required)

License/Certification:

- CPA (Preferred)

Ability to Commute:

- Abilene, TX 79606 (Required)

Work Location: In person