

METZGER MANCINI & LACKNER LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Metzger Mancini & Lackner LLP, a growing CPA firm located in South Bend, Indiana is looking to add a full time accountant with a strong background in tax. The ideal candidate will be a CPA with at least 3-5 years of experience in a public accounting firm.

Minimum qualifications:

- Bachelor's degree in Accounting.
- CPA preferred, but will consider candidates that meet the minimum educational requirements to sit for the CPA exam.
- Prior experience working with tax software programs (Ultra Tax experience preferred).
- Expertise in QuickBooks® software products and Microsoft® Office (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Must be a highly-organized, self-starter with the ability to multitask and take ownership of projects with the goal of becoming the primary resource / contact for the client.

Responsibilities:

- Direct interaction with clients to obtain tax information required to prepare accurate tax returns. Candidate will be required to conduct tax interviews with clients.
- Prepare individual, corporate (C and S), partnership, estate, trust and exempt organization tax returns.
- Preparation of Reviewed and Compiled financial statements.
- Provide consulting or controller type services to small business owners, as needed.
- Provide QuickBooks® support, as needed, in person at the client's location or via email, telephone, virtually or remotely using GoToAssist™.
- Assist with the firm's marketing plan to continue to grow the firm.

We offer a competitive compensation package, including health and retirement benefits, vacation and holiday pay and paid Continuing Professional Education. Minimal day travel required. This position will grow as the successful candidate's skills and experience develop. Our intention is to develop the qualified candidate into a Partner with the firm.

Send your resume to Larry@mmlcpa.net