



4181 E. 96<sup>th</sup> Street, Suite 180  
Indianapolis, IN 46240  
Phone: 317.569.4181  
Toll Free: 888.922.4941  
[www.alerdingcpagroup.com](http://www.alerdingcpagroup.com)

## Staff Accountant - Public Accounting

### Firm Profile

Alerding CPA Group is an Indianapolis-based, full service accounting firm formed in May 1998 to serve closely-held companies and non-profit organizations throughout Indiana. We have been a leader in providing organizations with audit, tax and consulting services throughout Indiana. Our Firm recently made the IPA's Top 400 Firms list and rank 17<sup>th</sup> in IBJ's list of top accounting firms by providing exceptional client service.

Our Firm invests in our community through a variety of services and contributions while members of our staff also dedicate time volunteering for charitable and civic organizations throughout central Indiana.

Alerding CPA Group offers an inviting workplace as well as a competitive benefit package and financial security for our employees. Our Firm offers a great opportunity for professional growth and advancement along with a balanced/work-life environment. The Firm also supports a mentoring program that allows you to work closely with partners.

### Position Description

Alerding CPA Group is seeking a full-time, Staff Accountant in the Entrepreneurial Services Department. The position will work directly with clients providing accounting, payroll and consulting services for closely-held businesses and their owners in various industries. This position will be responsible for assisting clients in maintaining accurate internal accounting records, preparing financial statements, payroll preparation and assisting with various compliance matters.

### Education & Qualifications Required

- Candidates must have a Bachelor's Degree in Accounting or similar from an accredited college or university;
- 3 – 5 years relevant work experience for a closely-held company;
- CPA or CPA candidate/CMA or CMA candidate a plus.

### Technical Knowledge

- Understanding of the full accounting cycle including experience with accounts receivable and accounts payable and inventory;
- Previous experience preparing monthly, quarterly, or annual compilations;
- Payroll cycle – understanding, preparation and compliance reporting experience;
- Sales tax - understanding and reporting experience;
- General knowledge of tax law as it relates to small and closely-held businesses;
- Strong analytical and critical thinking skills;
- Proficient QuickBooks skills are essential. MS Word, Excel, and Outlook skills are preferred;
- Inventory control software skills are also preferred.

Please submit your resume in confidence to [apetty-stone@alerdingcpagroup.com](mailto:apetty-stone@alerdingcpagroup.com).