



## STAFF ACCOUNTANT

cHb Advisors, LLC is actively seeking college graduates who have passed the CPA exam or CPA eligible to be a part of our growing team.

Staff Accountant is a full-time exempt position. Our staff accountants have opportunities to gain experience in the Tax, Financial and Implementation departments. This gives you an opportunity to experience the various service elements before you decide to focus your career.

If this opportunity sounds like a fit for you, please send your resume to [resume@chbadvisors.com](mailto:resume@chbadvisors.com).

### Essential Functions

#### Tax Department

- Prepare annual individual, corporate, fiduciary, exempt, gift and trust tax returns
- Review tax depreciation records
- Prepare tax projections for clients, including communications of expected results and planning opportunities
- Research and prepare memos on various tax topics and matters
- Prepare correspondence to government notices
- Prepare quarterly payroll and/or use tax returns
- Prepare annual W2's and 1099's

#### Financial Department

- Prepare monthly, quarterly, semi-annual and annual review of clients' financial information
- Create suggested adjustments and record adjustments upon clients' approval
- Update supporting workpapers
- Produce prepared, compiled, and reviewed financial statements

#### Technology Department

- Assist existing and new clients with QuickBooks training and support, budgeting and cash flow support, and various other project related support issues
- Excel support for new and existing customers or related engagements
- Implementation of various third-party integrated applications

### Required Education and Experience

- Master's degree in Accounting
- CPA license in Missouri or CPA Eligible
- Microsoft Office – Excel, Outlook, Word
- Excellent written and verbal communications skills



## **About cHb Advisors, LLC**

cHb Advisors, LLC has been successfully helping clients for over 22 years. Founded in 1998, cHb Advisors, LLC is in Saint Louis, Missouri serving clients across the United States. Our services are based on the level of client assistance needed, integrity, timeliness and accuracy. We specialize in tax compliance, financial consulting and software implementation services for individuals, closely held businesses & their related individuals, private equity companies, non-profit organizations, and trusts. We serve both foreign and domestic clients ranging from 2 – 60 million in revenues. Our company utilizes QuickBooks and various related third-party integrated applications for supporting our clients. We have been involved with QuickBooks since our inception. We have industry focuses in the legal, manufacturing, construction, wholesale/distribution, medical, rental, and other service-related industries.

We offer competitive compensation and benefits in a casual work environment (suit up when necessary). We provide a balanced work environment with an emphasis on high-level customer service in a fun, accountable work environment. We are looking for excited, motivated individuals ready to take their careers to the next step and provide the highest level of service to our customers.

## **Equal Opportunity Statement**

cHb Advisors, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.