

Accountant/Bookkeeper

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EMPLOYER PROFILE:

Drucker & Scaccetti (D&S) is a Philadelphia-based tax strategy and consulting firm founded in 1990. D&S has more than 80 employees providing tax, business and financial consulting services specifically tailored to their clients. We specialize in working with complex businesses, families and closely held, entrepreneurial-driven businesses.

JOB PROFILE:

We seek an experienced accountant/bookkeeper to assist clients with their financial recordkeeping. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good client relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Essential Duties and Responsibilities:

- Balance and maintain accurate ledgers
- Review and record all aspects of the accounts payable and receivable functions
- Review/prepare monthly journal entries, reconcile accounts and prepare financial statements
- Review and perform bank reconciliations
- Prepare quarterly and monthly tax returns, along with payroll, operating and business taxes, if necessary
- Provide additional support as needed

Requirements:

- Bachelor's Degree in Accounting or Finance
- 4 or more years of accounting/bookkeeping experience
- Strong knowledge of generally accepted accounting principles
- Proficiency in Microsoft Office, Excel and QuickBooks
- Ability to work overtime during tax seasons: January – April and August to October
- Preferred experience with real estate developers, start-up entities, and professional services organizations

We offer a broad range of benefits. We take pride in our culture and offer employees the support and flexibility to prosper at D&S. We offer in-house leadership development programs and referral fees for business development success. Resumes should be sent to recruiting@taxwarriors.com.