

Smith Marion & Co., LLP Job Description

PARAPROFESSIONAL

TITLE: Paraprofessional
CLASSIFICATION: Full-time or Part-time, nonexempt
REPORTS TO: Senior Accountants, Audit Seniors, Supervisors, Managers, or Partners

SUMMARY OF RESPONSIBILITIES

Paraprofessionals assist the professional staff by providing controllership, bookkeeping, and basic tax return preparation services for clients. Paraprofessionals may also be asked to prepare workpapers and schedules for audit or complex tax engagements. A paraprofessional generally assists or performs professional services for clients but is not a licensed professional such as a CPA or EA.

ESSENTIAL FUNCTIONS

- Complete understanding and compliance with the firm's policies and procedures.
- Perform bookkeeping and payroll services for clients.
- Prepare audit and tax workpapers, including trial balances, depreciation schedules, and debt amortization schedules.
- Prepare basic tax returns and, on more complex tax engagements, accumulate data for tax return preparation.
- Prepare engagement correspondence.
- Maintain tax and accounting libraries.
- Enter data for computer applications.
- Prepare sales tax returns for clients.
- Prepare payroll tax returns for clients.
- Present financial data to clients/business owners/board of directors.
- Monitor in-house and external deadlines to ensure compliance.
- Perform other duties as assigned by the firm's partners or professional staff.

WORKING CONDITIONS

- Involves work in the firm's office or on the client's premises. Work on the client's premises may require the use of the staff member's personal car.
- Must present a positive public image that enhances the client's perception of the employee and the firm as a whole.
- Occasional overtime hours required.

EXPERIENCE / TRAINING

- Possession of a high school diploma or equivalent (GED); a higher level of education such as an A.A. or A.S. is desired.
- Basic understanding of accounting, bookkeeping, or tax preparation.
- One year of experience in accounting work or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Possession of strong organizational skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with partners, staff members, and clients.

The above noted job description does not list all the duties of the job; you may be asked to perform other assignments and duties. This job description is intended to give a general sense of the responsibilities and expectations associated with the position. You will be evaluated in part based on your performance of the tasks listed above. The firm's management has the right to revise this job description at any time.