



Pierce Firm, PLLC

Certified Public Accountant

Pierce Firm, PLLC Audit Staff Position

Pierce Firm, PLLC (Certified Public Accountant – CPA) is located in Fayetteville, Arkansas and is seeking an additional Audit Staff to join our accounting firm to conduct audits and reviews for our growing client base. Employees at our firm have growth and development opportunities. Qualified candidates for the Audit Staff Position will be eligible to obtain a CPA license, excel in a fast-paced environment, and be able to manage multiple projects at one time.

Compensation and Benefits:

- Compensation:
 - Base Salary + Discretionary Bonuses – salary range from \$50,000 to \$55,000 based on experience
 - Employee Evaluations and Merit Increases
- Vacation: 3 Weeks Paid Vacation + 9 Paid Holidays
- Healthcare: Healthcare Allowance for Employee
- Retirement: Employer Match for Employee Contributions up to 3%

Responsibilities:

- Perform substantive audit testing.
- Perform inquiries of clients.
- Meet all reporting and auditing deadlines.
- Prepare financial statements, reports, and other records.
- Build strong relationships with clients through communication, dependability, and accuracy.
- Complete continuing education requirements and maintain knowledge of financial reporting regulations.
- Communicate with clients via phone and email.
- Become familiar and comply with Pierce Firm's policies, procedures, manuals, forms, and relevant software.

Requirements:

- Must be eligible to sit for Certified Public Accountant Exam
- Manage information provided by the client on the portal
- Strong project management and numeracy skills
- Must be detail-oriented and skilled in meeting deadlines and prioritizing
- Maintain client confidentiality and privacy

- Positive attitude and excellent written and verbal communication skills
- Interact, communicate, and build rapport with the team and clients
- Detail-oriented and able to organize, prioritize, focus, and complete tasks
- Problem solving, conflict resolution, and trouble-shooting skills
- Pass a background check and drug-screening
- Thrive in a fast-paced office environment that works individually and as a team
- Tech-savvy: Excel at using a computer, email, Microsoft Excel, and accounting applications

About Us:

Pierce Firm, PLLC is a full service certified public accounting firm (CPA), with a wealth of knowledge in tax, auditing, and business services (payroll and bookkeeping). The partners each have over 16 years of accounting experience and the firm has been established in the Northwest Arkansas (NWA) community for more than 5 years.

Contact Us:

If you would like to further inquire about the position, please contact Jill Pierce by phone at 479-249-9916 or by email at jpierce@piercep llc.com.