Job Title: Income Tax Preparer/Accountant

**Job Summary**: Purpose: The purpose of this position is to prepare Federal, State and Local Income Tax Returns for personal and possible business clients. Also to perform the necessary accounting responsibilities to facilitate the processing, accounting, and management of company’s financial information, while also analyzing the financial information to prepare financial reports and maintaining proper internal controls.

**Position Responsibilities**: Meet with clients and prepare the necessary tax returns in a timely manner. Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles. Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports. Be able to prepare and record different company payroll accounts and file the proper payroll reports in a timely manner.

**Qualifications**: Bachelor’s Degree in Accounting preferred. Public accounting experience a plus but not required. General knowledge of accounting principles and practices. Working knowledge of computers and application software, including Microsoft Excel, Microsoft Word. Exceptional organizational skills, communication skills and attention to detail.

**Pay Range**: Competitive Salary based upon qualifications and experience

**Hours per Week**: Varies from 40 from Mid-January to End of April to 20 hours depending on payroll schedules and monthly reports.

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