

## Work Study Job Description

<b>Job Title</b>	Staff Accountant
<b>Organization Name</b>	Bradley Kirschner P.C.
<b>Job Location</b>	Interbay, North Queen Anne
<b>Address</b>	180 Nickerson St., STE 301 Seattle WA 98109
<b>Pay Rate</b>	\$12.00 - \$20.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Bradley Kirschner
<b>Phone Number</b>	206-378-1886
<b>Email Address</b>	brad@bwkcpa.com
<b>Website</b>	

### Nature of Organization

Bradley Kirschner PC is a value driven firm. The firm insists that the client receive value from the services provided, and that the firm not only find the work financially rewarding, but also personally, professionally and intellectually challenging. This goal is sometimes challenging when some of the work is legally mandated routine tax compliance work.

### Duties and Responsibilities

Assist in the operation of a small CPA firm. Duties will include assisting in the preparation of United States and Canadian income tax returns, compilation of financial statements, assisting clients in the implementation of the QuickBooks accounting system, assist in the identification and implementation of new technology solutions to the operation of the office and the delivery of services to clients. Duties will also include routine clerical duties.

### Minimum Qualifications

Accounting major; completion of ACCTG 215, Introduction to Accounting and Financial Reporting, with a grade of B, completion of or current enrollment in ACCTG 451, Individual Income Taxation. Must demonstrate an aptitude for the practical application of computer technology. Must have strong written and verbal communication skills.

### Educational Benefits

The student will experience the practical application of many of the principals taught in his or her accounting classes in a small firm public accounting environment. The student will be exposed to and participate in all aspects of the firm's operations.

**How to Apply**

Submit resume to Bradley Kirschner by e-mail at [brad@bwkcpa.com](mailto:brad@bwkcpa.com).

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Job Number: 70BRAD01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 70%