



Thomas M. Tette, CPA
Kenneth E. Ingersoll, CPA
David A. Younis, CFP®

STAFF ACCOUNTANT

ABOUT THE POSITION

Position Summary

Staff accountants should have deep communication, organizational, and analytical skills to provide key operational support to the Accounting Department in processing returns and completing business accounting work. Staff Accountants are expected to develop on both a personal and professional level during their tenure with the company.

Management/reporting responsibilities

- This position has no direct reports and reports to the tax manager.

Primary Responsibilities

- Preparation of personal, business, and informational tax returns.
- Processing of monthly, quarterly and annual business accounting work.
- Assisting in the preparation of client work papers.
- Providing assistance to Senior Accountants.
- This position may include new responsibilities and tasks or changes as management deems necessary for employee or firm development.

Worksite location & conditions

- This position is based in one of Allied Financial Partners three (3) locations, but does offer the flexibility to work remotely on an as-needed basis.
- This is a full time position, forty (40) hours per week, with additional hours during tax season.
- The position does not require regular travel; although on-site visits to local clients may be required.

Compensation

- Non-exempt compensation is dependent upon experience and education.

ABOUT YOU

- A Bachelor's degree in accounting or finance is required.
- Working towards a CPA designation is preferred.

Victor 6536 Anthony Drive, Suite B • East Victor Place • Victor NY 14564
Honeoye 5 Honeoye Commons • Honeoye NY 14471 Rochester 100 White Spruce Blvd. • Rochester, NY 14623
Phone 585.410.6733 Fax 585.924.2645 Website www.alliedfp.com

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- Strong knowledge of, or a desire to learn, federal and state regulations.
- Strong interpersonal communication skills including verbal and written.
- Strong computer skills including Microsoft Office Suite and the ability to assimilate to new programs.
- Strong work ethic and team player.
- High degree of professionalism and the ability to deal sensitively with confidential material.
- Desire to develop and build client relationships, providing a positive client experience as well as to foster the overall growth of Allied Financial Partners.

ABOUT US

- **Our Vision:** Together, we help educate and guide you towards financial success at every stage of life.
- **Our Mission:** To create a premier experience that helps businesses, professional practices and financially engaged individuals realize their vision of success. We achieve this through an integrated suite of account, tax, financial, planning, benefits, HR and payroll services delivered with the highest integrity and efficiency throughout the firm.
- **Our Core Values:** Awareness, community service, creativity, enthusiasm, integrity, kindness, partnership, and wisdom.
- **Our Employees:** We realize that credit for our success goes to every one of our employees and we are committed to providing the best possible climate for maximum development and achievement of goals.
- **Our Environment:** We have always sought to develop a spirit of teamwork, encouraging individuals to work together to attain a common goal.

Disclaimers

Our firm has a commitment to the principles of fair employment and the elimination of all discriminatory practices. We are an equal opportunity employer and will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability (physical or mental), veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

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