Accounting Practice

An accounting practice in lower Manhattan seeks an individual with a positive attitude and inquisitive spirit to join their team. They are looking for entry-level staff to assist in all practice disciplines.

Overview of Company:

They are a boutique accounting firm that offers a broad array of services, from tax advisory to financial reporting for businesses and individuals. Its mission is to help clients make informed business decisions by analyzing their financial information and understanding the tax implications for every transaction. They emphasize the importance of building relationships with their clients and open communication to maximize their potential. They foster a culture of learning and improving so that they can add value to their customers and their practice as well.

Description:

The responsibilities range from

- Bookkeeping

- Assisting with payroll services,

- Filing sales taxes

- Preparing income tax returns for our clients.

- The ability to speak both Mandarin and English