

Human Touch Home Health Care Agency Inc. Pueblo

1008 W Abriendo Ave, Pueblo, CO 81004

Phone 719-544-0282

EMPLOYMENT OPPORTUNITY

Senior Accountant

Job Description: Prepare accounting and financial analysis, statements, tax returns and records using QuickBooks software, Microsoft Excel to meet government regulations and US GAAP Standards. Perform review and compilation of accounting procedures. Prepare, examine, and analyze accounting records, financial statements to assess accuracy, completeness and conformance to reporting and procedural standards. Ensure compliance with company's accounting policies and US GAAP standards. Prepare forms and manuals for accounting and bookkeeping. Prepare and review monthly and quarterly accounts and balance sheet reconciliations. Provide technical accounting GAAP guidance and support. Prepare various tax paperwork for corporate tax return filings and coordinate with auditors/tax filing agents and comply with tax and accounting, regulations. Prepare and process payroll and file payroll related federal and state taxes, forms and reports.

Minimum Requirements:

- Master's degree from an accredited college or university in accounting, finance, or equivalent field required.
- 12 months of work experience in the offered position or 12 months of experience as an Accountant or Account manager.

Send resume to:

Attn: Bikramjeet Singh CFO

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