



Public Accounting Senior Associate – Position Description

Mister, Burton & Associates is a full service, Hunt Valley, Maryland-based accounting firm that provides accounting and assurance services, tax services, and management advisory services for businesses, business owners and high net worth individuals.

SUMMARY OF THE POSITION:

Individual will be responsible for managing audit/review/compilation engagements and supervising and training firm staff. Individual will oversee the completion of corporate, trust and individual tax returns, provide tax planning services and conduct accounting and tax research as required. This position will require direct client contact to complete assigned tasks and responsibility for managing client relationships. Individual will work directly with partners and senior managers on business development and a variety of consulting services as needed.

POSITION REQUIREMENTS INCLUDE:

- 3-7 years of public accounting experience
- Bachelor's degree in accounting and a CPA designation
- Ability to motivate, train and develop staff
- Proficient computer skills
- Strong technical research capabilities, both accounting and tax
- Excellent verbal and written communication skills
- Strong analytical skills
- Excellent organizational skills and the ability to manage multiple on-going projects
- Ability to provide exceptional client service



COMPENSATION/BENEFITS:

- Generous paid time off policy and paid holidays
- Competitive health benefits, including short-term disability and life insurance benefits
- Retirement plan benefits include company match, profit sharing and Roth option
- Paid professional licensing, certifications and membership dues; including professional development training courses and seminars
- Business Casual Dress Policy
- Summer Flex-Time scheduling policy
- Access to Fitness Facility
- Maternity / Paternity Leave
- Comfortable and collaborative office space, conveniently located in the Hunt Valley corridor, including free parking