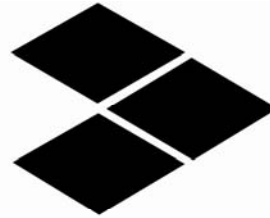


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# Soren McAdam Christenson LLP

## Certified Public Accountants and Business Advisors

### Account Services Accountant Role Profile

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#### Summary

Provide full service accounting for clients in our Accounting Services department.

#### Key Responsibilities:

1. Perform all aspects of full charge bookkeeping including bank reconciliations, general ledger maintenance, preparation of sales tax returns, payroll tax returns, business property statements (571-L forms), workers' compensation reports and other small business reporting forms.
2. Prepare non-disclosure compiled financial statements in accordance with firm guidelines.
3. Provide support for clients including understanding and managing expectations and meeting deliverable deadlines.
4. Work as part of a team that provides knowledge and experience to clients related to their accounting procedures and software needs.
5. Collaborate with supervisors, managers and partners on both team and client issues.

#### Education/Experience Required:

High school diploma required. College coursework in accounting preferred. Minimum of 2-4 years of general accounting experience required.

#### Core Competencies/Skills Required:

- *Technical Excellence* – Demonstrate appropriate technical knowledge and apply it to identify issues and resolve client problems.
- *Communication* – Keep others informed of important information related to daily activities, crises, or progress on long-term projects.
- *Results Orientation* – Set, strive to achieve, and succeed in achieving challenging goals.
- *Relationship Building* – Work to build, maintain and utilize individual relationships or networks with co-workers, clients, and other people who are, or might be, helpful in achieving work related goals.
- *Teamwork* – Function effectively as part of, or leader of, a group of people working together to accomplish tasks or reach goals.
- *Change Orientation* – Accept, pursue and promote constructive change within the firm, and Accounting Services Team.
- *Initiative* – Go beyond job/role requirements to seize opportunities or accomplish tasks.
- *Developing Self and Others* – Work to improve the performance of oneself and others by pursuing opportunities for continuous learning and feedback and constructively helping/advising others in their professional development. Openly share methods and best practices.
- *Conceptual Thinking* – Use concepts to find similarities and put ideas together in ways that increase understanding, solve problems, result in innovation and otherwise benefit the organization.

- *Influence* – Present persuasive arguments with personal presence and professional credibility, convincing others to change the course of events when appropriate and graciously accepting being overruled should that occur.
- *Strategic Thinking* – Use understanding of the firm and its clients, positions in their respective markets, and business trends to envision, support, create and execute organizational strategies.

**Demonstrated Contributions/Results:**

- Track record of success in performing job responsibilities.
- Successful results in managing multiple tasks.
- Successful results in achieving goals, either professionally or personally.
- Successful results in achieving and maintaining appropriate productivity based on responsibility.

**Desired Values/Culture:**

- |                   |              |               |
|-------------------|--------------|---------------|
| • Professionalism | • Respect    | • Integrity   |
| • Dedication      | • Excellence | • Team spirit |

**Authority/Responsibility:**

- Report to Accounting Services Senior Manager
- No direct reports

**Other Preferences:**

- Must possess excellent computer skills including proficiency in Microsoft Office and Excel.
- Must have strong knowledge of QuickBooks.
- Must possess a strong willingness to participate in a high-energy team environment.

*Every firm member who works for Soren McAdam Christenson LLP works not only for a particular team/partner, but also for the firm as a whole. Accordingly, firm members are expected to act in the best interests of the firm, even if doing so requires actions and behaviors not listed in the above Role Description. This Role Description is provided as a tool to assist you in understanding your position and is subject to revision by management when client service needs change.*