



JCCS, P.C.

ACCOUNTANT I

Ideal candidate

We look for people who want to grow; who always ask, “What’s next?” Our values and business are rooted in always seeking ways to have greater impact – staying ahead of industry and regulatory trends; seeking new skills, credentials and certifications; and constantly improving how we collaborate, communicate and work together to achieve client, business, personal and professional goals.

What working at JCCS offers

When you grow our clients grow, and we grow. So we offer a competitive compensation package in which you’re rewarded based on performance and recognized for the value you bring to the firm. Our total rewards package includes medical, dental, vision and other offerings; profit-sharing 401(k) plan with safe harbor contributions; a minimum of 10 vacation days, nine company-observed holidays, 12 sick days and half-day Fridays starting in May. Plus, we offer:

- Support, coaching and feedback from co-workers and managers.
- Opportunities to develop new skills and advance your career.
- The freedom to work in a way that lets you balance life outside of work.

About JCCS

JCCS has more than 100 professionals working in six locations. Yet we all share one goal: to guide our clients in making smart decisions today so you can have a better tomorrow.

For more than 70 years we’ve helped clients, both big and small, in virtually every sector. We’ve collaborated with them on everything from managing payroll to paying the right amount of tax, from expansion plans like mergers and acquisitions to succession planning, and valuation. Throughout it all we’ve held one firm belief.

When it comes to reaching your personal, business and professional goals, knowledge is power.

Tax Services

Tax laws, their implications and their interactions with other business and personal factors can and do change on a regular basis – sometimes significantly. That’s why JCCS Tax Specialists are so relentless in their search for new and innovative tax applications to best maximize the benefits to our clients personal and/or business situation.

Position Summary

This position is responsible for assisting professional staff in the completion of tax returns, year-end compilations, audits, and other accounting projects. JCCS team members pride themselves with providing exceptional customer service, maintaining a positive work atmosphere and behaving in a manner that is courteous and respectful of clients, customers and other team members.

Essential Job Responsibilities:

- Maintain strict confidentiality of information related to client, staff, and Firm's internal operations during and after employment with JCCS.
- Assists with tax returns by processing organizers, entering data into the tax software, and reviewing for completion of information, prior to review.
- Prepares compilation reports for year-end, ready for review.
- Assists with specific audits under the close supervision of senior professional staff.
- Completes and maintains general ledgers and financial reports, and assists with year-end payroll, as required.
- Assists other professional staff in various accounting projects.
- Begins to develop marketing contacts for new clients and providing additional services for existing clients through community involvement and direct contact on a weekly basis.
- Performs other duties, responsibilities and activities as assigned.

To Qualify:

- Bachelor's degree in Accounting from an accredited university.
- Meets the Montana State Board of Public Accountant's requirements to be eligible to sit for the CPA examination.
- Some accounting experience or internship experience helpful.

Skills for Success:

- Knowledge of commonly-used concepts, practices, and procedures within the accounting field.
- Excellent computer skills, including spreadsheets; the ability to problem solve; attention to detail, and good organizational skills.
- Good written and oral communication skills.
- The ability to work as a team member and under close supervision of other accounting staff.
- Must provide excellent and timely client/customer service at all times.

This job posting is intended to describe the general nature and level of work being performed and not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel as classified.

Candidate must successfully pass background check.

JCCS PC is an Equal Opportunity Employer.