Staff Accountant

MJ Chau & Associates PLLC
Frisco, TX

MJ Chau & Associates PLLC is a public accounting firm that provides accounting, tax and consulting services to clients in the Dallas Ft-Worth Texas metroplex. Our office is located in the fast growing community of Frisco, Texas, just north of Dallas.

Responsibilities Include:

- Prepare, review and reconcile clients' financial statements, including Income Statement, Balance Sheet and Cash Flow Statement
- Prepare, examine and analyze accounting and financial records for reasonableness, completeness and conformance to GAAP accounting and reporting standards
- Review financial statements for accuracy and prepare adjusting journal entries, as necessary
- Assist US based subsidiaries to prepare, review and submit their financial statements and records to overseas parents for consolidation
- Assist US companies to gather, review and consolidate financial records of foreign subsidiaries
- Proficiency to prepare, review and file all taxable and reporting entities, including individuals, non US resident individuals, partnerships, corporations, and not-for-profit clients
- Ability to research governmental, professional, team and other resources to seek out correct answers to complex tax issues and explain them in everyday language
- Provide support for clients' tax planning, compliance and representation before tax and regulatory authorities
- Provide tax advisory/planning services for new immigrant individuals in preparing Form 5471, 8938 and 3520
- Provide tax advisory/planning services for various businesses including evaluating accrual and deferred tax schedules, running tax planning under different scenarios, reconciling and explaining Schedule M-1 accordance to FIN 48
- Prepare Financial Statements and Payroll; and statutory filings for Payroll Tax, Sales Tax, Franchise Tax, and Business Personal Property Tax
- Support clients' special projects, including Business Reviews, Business Valuations, Acquisitions and Divestures, Business Compilations, Profit Optimization/Maximization Analysis, and Succession Planning
- Assist clients with retirement and estate planning inquiries, based on their financial and tax positions
- Provide high quality customer service and experiences that instill confidence derived from a deep understanding and expertise of applicable accounting principles and tax code
- Ability to establish/review clients' internal controls, practices, procedures and policies
- Respond to clients' needs in a timely, efficient and professional manner
- Other duties as assigned

Requirements/Qualifications

- Master's degree in accounting or similar field
- Certified Public Accountant or candidate
- Proficient with technology, solid knowledge of professional and productivity software, including Intuit QuickBooks, Thompson Reuters CS, Intuit ProSeries Professional Tax and Microsoft Suite of products
- Excellent bilingual (English and Chinese) verbal and written communication skills
- High degree of integrity and honesty
- Attention to detail
- Ability to prioritize, coordinate and manage multiple projects