

### **Tax/Accounting Position (Experienced Associate)**

Zook Dinon PA (“ZD”), a boutique public accounting firm with an office in Moorestown, New Jersey needs an Experienced Associate to prepare individual, fiduciary, partnership, and corporate returns and perform bookkeeping and accounting services for small businesses. ZD serves entrepreneurs, middle-market enterprises, private equity funds, individuals, and trusts and has built a long-standing reputation for excellence and dependability. We are seeking to expand and require talented, driven, experienced professionals who want to grow with our team and advance their careers.

#### ***Responsibilities:***

Prepare individual, fiduciary, partnership, and corporate tax returns  
Conduct tax research and document results  
Perform bookkeeping and accounting services for small businesses  
Review client trial balances and propose adjusting journal entries

#### ***Requirements:***

Bachelor’s degree in accounting  
Two to Three years public or private tax and accounting experience  
Solid understanding of accounting principles, concepts, and procedures  
Strong communication and interpersonal skills  
Proficiency in Microsoft Excel and QuickBooks  
CPA license, a plus  
Experience with ProSystem Tax, a plus

#### **Salary:**

\$75K to \$80K (commensurate with experience)

#### **Benefits:**

4 Weeks PTO (5 Weeks for Manager and above)  
10 Paid Holidays (2 of which are floating holidays)  
[Allied Health Benefits](#) medical Insurance (relies upon the Aetna network) – ZD covers 80% of the cost of employee medical coverage.  
Group Dental and Vision coverages available to purchase for self and/or family at reasonable cost  
401K plan (ZD matches at least 3% to 4% of employee contributions)  
Maternity/Paternity Leave