



**C H E N**  
**ACCOUNTING GROUP, CPA**  
**Certified Public Accountants**

Public Accounting - Associate | Chen Accounting Group, CPA

Michelle Chen, CPA  
Chen Accounting Group, CPA  
6280 Spring Mountain Rd Ste 115  
Las Vegas, NV 89146  
702-252-8881  
[mchen@chenaccountinggroup.com](mailto:mchen@chenaccountinggroup.com)  
[www.chenaccountinggroup.com](http://www.chenaccountinggroup.com)

**DESCRIPTION**

Chen Accounting Group, Ltd. is seeking public accounting associates. If you are an accounting or finance major who is interested in applying the knowledge learned in school while gaining valuable working experience, this is the OPPORTUNITY for you! The position is located in Las Vegas, NV.

Las Vegas, Nevada, United States  
Full-Time Job  
Salary Based on Experience, please contact us  
Accounting

**DUTIES AND RESPONSIBILITIES:**

Assurance and Accounting

- Perform fieldwork on compilation/review/audit engagement under supervision
- Prepare financial statements, footnotes, work papers in accordance with firm policies and professional standards and that all files are consistent.
- Communicate with appropriate individuals within the firm, and document the status of engagements.
- Demonstrate working knowledge of generally accepted accounting principles (GAAP), auditing standards, review and compilations standards and other standards and their application to client situations.

Tax and bookkeeping

- Prepare/data entry for individual and business tax returns
- Payroll processing and filing
- Cash receipts/disbursements preparation and bank reconciliations

Engagement and client management

- Organize client files according to firm protocols
- Adhere to the AICPA ethical/professional standards and client confidentiality
- Monitor time budgets and deadlines for assigned engagements

**QUALIFICATION**

- Bachelor degree in Finance/Accounting
- Confidence, good judgment, energy and personality to work in a dynamic business environment
- Strong end-to-end process orientation with demonstrated analytical thinking, organizational skills and problem solving skills
- Ability to influence people indirectly and work with people in multi-functional roles
- Excellent analytical and organizational skills, time prioritization and risk assessment
- Excellent written and verbal communications, presentation and influencing skills

## **About Chen Accounting Group, CPA**

Chen Accounting Group, CPA. (“CAG”) is a Las Vegas, NV CPA firm, where we promise our clients responsive service, insightful advice and personal support. We offer a full range of assurance, accounting, tax and advisory services designed to make your job easier and provide you with valuable guidance that you can rely on to make informed financial decisions and grow your business. The continuous success and profitability of you and your business are our first priority.

The mission of Chen Accounting Group, CPA. is to establish long-term relationships and provide exceptional public accounting services to clients who share similar values. The company provides these services in the most timely manner and with an ongoing comprehensive quality control program to provide 100% customer satisfaction. The company's chief officers see each engagement as an agreement not between a business and its clients, but between partners that wish to create a close and mutually beneficial long-term relationship.