

# **KOO, CHOW & CO.LLP**

**Certified Public Accountants**  
**767 NORTH HILL STREET, STE. 500**  
**LOS ANGELES, CALIFORNIA 90012**  
**(213) 613-1130 · (213) 613-1145**  
**FAX: (213) 613-0521**

Job Title: Accountant

Full-Time: 40 hour per week

Education Requirement: Master degree

Experience Requirement: Minimum 2 years

- Meet with clients, analyze accounting records, financial statements and other financial reports to assess accuracy and completeness
- Interact with CEO entrepreneurs to understand their business and provide insight in ways to improve processes
- Meet with clients to discuss their financial matters, such as real property, equipment and tax liability.
- Prepare and verify a variety of complex accounting, statistical and narrative statements and reports requiring extensive analysis and interpretation of data from clients.
- Gather, analyze and evaluate diverse accounting data. Develop trends, forecasts, and projections. Make recommendations to the fiscal operation of clients based on the analysis.
- Prepare and monitor client's program budgets and prepares claims that require extensive application of cost accounting.
- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities for clients
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements for clients
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations