Staff Accountant

Position Overview

Pedelahore & Co., LLP is seeking a Staff Accountant to join our team in our Metairie, LA office.

This position is a great opportunity for an accounting professional who is looking to grow in a public accounting firm environment. The ideal candidate is eager to learn, detail-oriented, dependable, and interested in gaining experience across multiple areas of client service.

Unlike firms that are heavily departmentalized, our team members work across multiple areas of client service. This allows our accountants to develop a deeper understanding of each client's business, accounting records, tax situation, and overall financial needs.

The Staff Accountant will work with closely held businesses and individuals on tax preparation, tax planning, accounting services, bookkeeping review, financial statement preparation, QuickBooks review, general ledger analysis, and other client service projects. This role is ideal for someone who enjoys solving problems, communicating with clients, and helping business owners better understand their financial information.

What We Are Looking For

We are looking for someone with accounting experience who is organized, detail-oriented, and comfortable working on multiple client projects and deadlines. The ideal candidate has a strong interest in public accounting and wants to continue developing their technical skills in both tax and accounting/client service work.

This person should be able to review client information, prepare accurate workpapers, ask thoughtful questions, communicate professionally, and work closely with staff, managers, and partners to provide high-quality service.

We are looking for someone who wants to grow with our firm, take ownership of assigned work, and build a strong foundation for a long-term career in public accounting.

Duties and Responsibilities

Responsibilities include, but are not limited to:

- Prepare individual, corporate, partnership, fiduciary, and other tax returns.
- Assist with tax planning for closely held businesses, business owners, and individuals.
- Assist with accounting and client advisory service projects for closely held businesses and individuals.
- Review client general ledgers, trial balances, and supporting documentation.
- Prepare adjusting journal entries and assist with account reconciliations.
- Assist with monthly, quarterly, and annual accounting services.
- Review and assist with QuickBooks Desktop and QuickBooks Online files.
- Prepare financial statements and other client reports.
- Identify accounting bookkeeping, tax, and compliance issues and communicate them to managers or partners.
- Respond to IRS, state, and other notices with guidance from managers or partners.
- Work with clients to gather information, answer routine questions, and resolve accounting or tax matters.
- Help clients better understand their financial information and business operations.
- Assist with payroll, sales tax, property tax, and other business compliance matters as needed.
- Manage multiple client projects and deadlines while maintaining accuracy and efficiency.
- Maintain confidentiality and uphold professional standards, ethics, and firm policies.
- Participate in firm training, process improvement, and client service initiatives.

Qualifications

The ideal candidate will have:

- Bachelor’s degree in Accounting preferred.
- Prior accounting experience required; public accounting experience preferred but not required.
- General accounting and tax knowledge.
- Experience preparing individual or business tax returns is a plus.
- Experience with bookkeeping, general ledger review, account reconciliations, and financial statement preparation is a plus.
- Knowledge of QuickBooks Desktop and QuickBooks Online is a plus.
- Knowledge of Lacerte tax software is a plus.
- Strong Excel and technology skills.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced office environment while maintaining accuracy and consistency.
- Excellent written and verbal communication skills.
- Self-motivated with the ability to work independently and collaboratively as part of a team.
- Ability to manage multiple engagements and deadlines.
- Professional demeanor and strong client-service mindset.
- High degree of discretion when handling confidential information.
- CPA exam eligibility or interest in pursuing CPA certification is a plus.

About Pedelahore & Co., LLP

Pedelahore & Co., LLP is a regional accounting firm founded in 1945, with offices in Metairie, Hammond, and Amite. Our firm provides accounting, tax, audit, and consulting services to closely held businesses, nonprofit organizations, and high-net-worth individuals.

We are dedicated to building long-term relationships with our clients by providing quality accounting services in a timely, professional, and responsive manner. As a firm rooted in family values, we understand the importance of maintaining a healthy work-life balance while also providing meaningful opportunities for professional growth and advancement.

Why Join Our Firm

Pedelahore & Co., LLP offers the opportunity to work with a respected local firm that values client relationships, quality work, professional development, and teamwork. Because our firm is not departmentalized, our accountants have the opportunity to work with clients in a more complete and meaningful way — not just preparing tax returns, but also helping with accounting records, financial reporting, advisory questions, and ongoing business needs.

We offer a competitive salary and benefits package, as well as opportunities for career growth and advancement. Salary is determined based on years of relevant experience and demonstrated expertise.

This is a great opportunity for someone who has accounting experience, wants to grow in public accounting, and is looking for a long-term opportunity with a collaborative, client-focused regional CPA firm.

Benefits and Perks

Pedelahore & Co., LLP offers a competitive benefits package and a work environment that supports both professional growth and work-life balance.

Benefits and perks include:

- Health insurance, including dental and vision coverage.
- Health savings account and flexible spending account options.
- 401(k) retirement plan with up to a 4% company match.

- Paid holidays.
- Paid vacation, accruing up to 10 days annually and increasing with tenure.
- Sick and personal time, accruing up to 40 hours annually.
- CPA exam support for team members pursuing licensure.
- Professional development and firm-paid approved continuing professional education.
- Incentive commissions for new client referrals.
- Compressed work weeks from May through November.
- Firm-sponsored events, staff activities, and celebrations throughout the year.