

At Navolio & Tallman LLP, we pride ourselves on creating a collaborative and supportive atmosphere focused on the strengths of each individual to build a well-rounded team. Our hybrid work environment allows for greater flexibility and work-life integration.

We are a CPA firm headquartered in the San Francisco Bay Area, and we have recently opened an office in Reno, Nevada to better assist our clientele with their growing needs. We anticipate 15 to 20 percent growth within the next 5+ years.

We are looking for entry-level public accountants for our Walnut Creek office with 0-2 years of tax and/or audit experience who understand the importance of professionalism, technical excellence, and commitment to the highest industry standards. We offer a comprehensive range of taxation, advisory, compliance, audit, and accounting services for a wide variety of businesses and their owners and serve a broad spectrum of securities funds, private-equity and venture capital firms, real estate firms, private foundations, and high-net-worth and ultra-high-net-worth individuals. You will have opportunities to be mentored by the firm partners and managers. Most importantly, when you work with us, you will have an impact.

We offer a hybrid-working model, state of the art equipment, and firm events that help our staff foster personal connections with all of their coworkers and promote collaboration in the workplace. We firmly believe that the success of our firm is directly dependent on the success of our people, which is why we strive to cultivate an engaging environment that exemplifies our firm values. We have even been named Accounting Today's "Top 100 Best Accounting Firms to Work for" for multiple years, including as recently as 2021 and 2020!

**Work Environment:**

- Dynamic, stimulating, and exciting with constant interaction
- Fast-paced and requires a high degree of urgency in completing tasks and assignments
- Rewarding and challenging with varied work activities and exposure to different clients and services
- Embraces and encourages ongoing change and improvement and empowers staff at all levels to provide feedback and to personally make changes
- Provides opportunities to work with concepts and ideas as well as technical tasks such as investigation, analysis, and problem solving

**Position Responsibilities:**

- Prepare individual, fiduciary, partnership, not-for-profit, and corporate income tax returns under the direction and constructive feedback of supervisors
- Prepare tax projections to assist clients in minimizing taxes and determining quarterly estimated tax payments
- Research tax and accounting issues and effectively communicate the analysis and conclusion
- Perform audit, review, and compilation procedures and prepare financial statements with a general understanding of the underlying standards
- Develop effective relationships with colleagues and clients through professionalism, effective communication, and follow-through

**What we offer:**

- Paid Time Off
- 9 Paid Holidays
- Medical, Dental, and Vision Insurance
- 401(k)/Profit Sharing Plan
- Professional Dues and Licenses
- Flexible Spending Accounts and Health Savings Accounts

**We are looking for candidates with:**

- Bachelor of Science or Master of Science in Accounting or Taxation
- Meets the 150 semester unit requirement for CPA licensure by current or grandfathered standards as applicable; CPA license a plus
- Availability to work full-time
- Strong academic credentials (minimum 3.3 GPA)
- Ability to set and work with goals, objectives, and deadlines
- Demonstrates leadership, problem solving, and strong verbal and written communication skills
- Exhibits flexibility in a fast-paced work environment by juggling and prioritizing multiple projects, responsibilities, and deadlines and completing projects with urgency

We offer multiple paths to success and are looking for diverse talents to cultivate long-term careers in public accounting with us. We would love to hear from you if either of these profiles describes you (one is not better than the other):

<b>TALENT PROFILE #1</b>	<b>TALENT PROFILE #2</b>
<ul style="list-style-type: none"><li>• Thrives in an entrepreneurial, competitive, and personally-demanding environment</li><li>• Possesses a strong desire to persuade, influence, and motivate others</li><li>• Prefers general, broad direction rather than close or controlled supervision</li><li>• Needs to have the ability to make decisions and authority and control over events and situations</li><li>• Prefers working with concepts and ideas over technical tasks</li><li>• Prefers to establish your own performance goals and work guidelines</li><li>• Seeks freedom, independence, and discretion in scheduling your own time</li></ul>	<ul style="list-style-type: none"><li>• Prefers a non-competitive work environment with particular emphasis on team or group performance</li><li>• Seeks affiliation, to be part of a group, and to identify with a group</li><li>• Enjoys working on tasks that require exactness, precision, and accuracy with detail</li><li>• Prefers to work on structured, well-defined tasks and activities under explicit rules and work guidelines</li><li>• Wants to be involved in decisions and important events, but prefers to avoid making decisions which involve ambiguity or possible risk</li></ul>

If you are interested in contributing your talents to our team, please submit your resume to [careers@ntllp.cpa](mailto:careers@ntllp.cpa).