

Accounting Support Professional

Score! You've just navigated to the best kept secret in Western New York. Are you ready to take the next step in your career by joining our "winning crew"?

Ranked the 13th largest CPA firm in Western New York by Business First, [Buffamante Whipple Buttafaro, P.C. \(BWB\)](#) seeks an accounting support professional crew member who is excited to contribute to our 50 plus years of success. We are renowned for growing and grooming our amazing talent and are located in Olean, Jamestown and Orchard Park, NY.

We are seeking accounting support professionals to add to our auditing and accounting departments. These positions can accommodate individuals seeking flexible scheduling and hybrid remote office work environments.

We are looking for organized, detail-oriented individuals to be committed to providing efficient, reliable support to auditing and accounting department teams within BWB.

This talented person will be responsible for:

- Working as integral part of engagement team
- Assisting audit and accounting staff in preparing workpapers for their review
- Providing control over communications with audit and accounting clients
- Communicating with audit and accounting clients concerning outstanding information requests
- Attending (in-person and virtually) planning meetings with BWB staff
- Continuous improvement in skills

The individuals we seek need to be bright, energetic and curious. Both prior accounting experience and education are NOT REQUIRED. We will train you.

Please submit your resume and cover letter to:

Buffamante Whipple Buttafaro, P.C.
Attn: R. John
130 South Union Street, Suite 200
Olean, NY 14760
rej@bwbcpa.com

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, disability, protected veteran status, or any other characteristic protected by law.