



Firley, Moran, Freer & Eassa, CPA, P.C.

## **Talent Acquisition Specialist (Recruiter)**

### **Overview**

FMF&E is currently seeking a **Talent Acquisition Specialist** to strengthen our Firm's recruiting efforts and to help us to better source, identify, screen, and hire individuals for various roles at our Firm.

**Location: Syracuse, New York**

**Position: Full-Time/Part-Time (Remote work option within New York State)**

### **Responsibilities:**

- Provide input into the overall hiring strategy of our Firm to ensure our departments and teams are staffed appropriately.
- Ensure staffing needs are maintained, with a long-term talent strategy in mind.
- Devise and implement sourcing strategies with Marketing Manager, to build pipelines of potential applicants, such as employer branding initiatives.
- Create and implement end-to-end candidate hiring processes to ensure a positive experience.
- Form a close relationship with Human Resources Manager to ensure clear candidate/interviewer expectations.
  
- Coordinate with Firm Leadership and Human Resources Manager to identify all Firm staffing needs.
- Determine selection criteria for candidates by liaising with Leadership Team.
- Source applicants through online channels, such as LinkedIn and other professional networks.
- Create job descriptions and interview questions that reflect the requirements for each position.
- Identify suitable applicants to interview and share details with Department Lead Partners for approval.
- Plan interviews and selection procedures, including screening calls, assessments, and in-person interviews.
- Assess candidates' information, including resumes, cover letters, transcript and references (if necessary).
- Manage annual on-campus recruiting process for Staff Accountant positions, maintain relationships with colleges and universities for alumni outreach to fill experienced positions when necessary.
  
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline.
- Keep records of all materials used for recruitment, including interview notes and related documents, to share as needed with Leadership Team and Human Resources Manager.

### **Required Skills/Abilities**

- Excellent interpersonal and communication skills
- Work experience in talent acquisition (recruiting) or similar roles
- Familiarity with social media, resume databases, and professional networks
- Experience with full-cycle recruiting, using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems
- Experience in using LinkedIn to proactively source candidates
- Proficiency in documenting processes and keeping up with industry trends

### **Qualifications:**

- Associate or Bachelor's Degree in Human Resources Management, Business Administration or related field
- 2-3 years of experience as a Talent Acquisition Specialist or related role

### **About FMF&E**

Firley, Moran, Freer & Eassa, CPA, P.C. (FMF&E) is proud to be one of the leading certified public accounting firms in CNY. Over the past 40+ years, we have grown our Firm organically while always emphasizing the importance of working together to get the job done. We stay dedicated to what we do best, and it shows in our work. We are dedicated to our clients and community, and serve locally and nationwide providing audit, accounting, tax and management consulting services. Our clients include construction contractors, credit unions, energy (independent power producers), professional service organizations, manufacturers, and wholesalers and distributors. FMF&E is also a proud member of the RSM US Alliance allowing us to tap into national and international experts, quality education, technical resources and practice management resources, such as HR/Recruiter support groups and roundtable conferences with firms similar to FMF&E.

### **Our Benefits**

We offer a competitive salary and comprehensive benefits package, which includes a generous paid time off program, paid holidays, 401(k) plan with firm contributions, employer parking benefit, and a variety of health and welfare plan options.

### **To Apply**

If you are excited about this new opportunity and wish to learn more, please submit your cover letter and resume to [careers@fmfecpa.com](mailto:careers@fmfecpa.com). All candidate inquiries will be kept **highly confidential**.

*For more information, visit our **FMF&E web site** at - [www.fmfecpa.com](http://www.fmfecpa.com)*

Firley, Moran, Freer & Eassa is an equal opportunity employer.