

JOB ANNOUNCEMENT - TAX ACCOUNTANT

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TAX ACCOUNTANT:

The tax staff accountant assists in the preparation of various tax returns including (1040's, 1120, 1120s, 1065, 1041 and 709 returns. Each tax staff member is responsible for completing the tax returns assigned and taking to completion for final review by a partner.

In addition, tax accountants are expected to:

- (1) Become familiar with the firm's policies and procedures.
- (2) Understand the rules, regulations and code of professional conduct of the AICPA.
- (3) Progress professionally by working toward passing the CPA exam as soon as possible.
- (4) Work closely with partners.
- (5) Analyze client data and prepare trial balances when necessary.
- (6) Regarding tax engagements the tax accountants are expected to:
 - (a) Become familiar with pertinent IRC sections and regulations.
 - (b) Obtain a working knowledge of research techniques and the various research sources in the firm library.
 - (c) Become proficient in the preparation of corporate, individual, partnership, fiduciary and other tax returns prepared by the firm.
 - (d) Assume responsibility for the completion of tax returns assigned to them.

SKILLS:

- (1) Experience and/or willingness to work in a paperless environment. Familiarity with ProSystem FX a plus.
- (2) Proficiency with Excel, Word and Quickbooks.
- (3) Excellent verbal and written communication skills.
- (4) Work well under pressure and within a team environment while being able to meet deadlines with accuracy.
- (5) Excellent analytical, organizational and problem solving skills.
- (6) Ability to work independently and exercise professional judgment while applying proficiencies of a trained accountant.
- (7) Strong team player and active participant within the firm.

- (8) Demonstrate ability to multi-task and openness to work on a variety of assignments.

REQUIREMENTS: BA/BS or Master's degree in accounting or taxation from an accredited college/university and eligibility to sit for the CPA exam. Minimum of 150 college credit hours with MS in Taxation preferred. 1 -3 years previous experience in small to medium size firm.