

Senior Tax Associate

POSITION SUMMARY:

A Senior Tax Associate will work collaboratively with the members of an expanding team and will prepare business and individual tax returns and assist with strategic planning.

ESSENTIAL RESPONSIBILITIES:

- Planning and performing corporate, S-corporation, partnership, individual, and state and local tax compliance engagements.
- Preparing and reviewing quarterly and annual income tax provisions as well as identifying and documenting uncertain tax positions
- Performing technical research, analysis, and written memorandum
- Preparing client depreciation schedules
- Preparing trial balances from client information along with providing adjusting journal entries for the client as needed.
- Assuming project management responsibilities as needed
- Maintain accurate records of your scheduled work and communicate with effectively
- Participating in mentoring, training, recruiting, retention, and team-building activities
- Prioritize work to deliver excellent client service
- Performs other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in accounting or related field required
- Three to five years of experience preferred
- CPA or eligibility for CPA - highly desired
- Excellent technical skills
- Proven attention to detail
- Demonstrated ability to work independently
- Ability to communicate to all levels of employees and clients
- Problem - solving skills
- Decision – making skills
- Proficient in Microsoft word, excel, and outlook including data manipulation
- Proven project management