

# SENIOR TAX ACCOUNTANT

## Reports To

General Manager

## Job Overview

The Senior Tax Accountant provides a critical body of knowledge to the accounting team. This is a 100% remote position. You will complete individual and entity tax returns (Partnership, Corporate, and Trust returns) and help others to properly complete these same returns. Success will be measured by the individual's productivity, support of team objectives, and adherence to our Core Values.

## Responsibilities and Duties

- Prepare business, individual, and trust tax returns in accordance with firm and regulatory standards, being responsible for all phases of the tax return creation process.
- Research, resolve, and respond to client tax notices.
- Research and document tax positions.
- Assist with tax planning and implementation.
- Mentor and develop other team members.
- Meet productivity and efficiency standards.
- Assist in the creation of productivity and efficiency standards.

## Required Qualifications

- A workspace that is clean, orderly, and presents a professional image during video teleconferences.
- Have a very stable internet connection at their intended workspace, which can support frequent video teleconferences.
- Demonstrated passion for self-improvement and improvement of work processes.
- At least 3 years (5 to 7 years preferred) tax preparation experience, completing Forms 1065, 1120S, and 1040. Experience with 1120, 1041, and/or 3115 is a plus.
- Has a CPA designation (or can receive a CPA designation within 3 months) and active PTIN.
- Experience resolving IRS and state tax notices.
- Experience with Ultra Tax Software
- Highly Proficient with Excel, data manipulation, data analysis, and problem solving.
- Fundamental understanding of adjusting journal entries, including book to tax and cash to accrual.
- Capable of working with minimal oversight without daily task direction.
- Strong written and verbal communication skills.
- High level of attention to detail.
- Ability to follow through on projects with completing deadlines.
- Exercises intellectual curiosity while completing assigned projects.
- Strong organization skills.
- Ability to actively work with 15-20 clients directly and on a regular basis (potentially weekly interactions).
- Executive Presence – Calm under stress; Able to resolve conflict; Respectful; Humble; Makes and keep commitments; Demonstrate an appropriate sense of urgency.

## Salary, Bonuses, and Benefits

- Total Compensation: Between 86k and 120k, depending on experience and performance, includes an annual bonus of between 3% and 10%.
- 100% Remote Work – No Commute
- Retirement Plan: up to 2% match
- Vacation/PTO: Up to 24 days
- Paid Holidays: 9 days
- Medical, Dental, and Vision Insurance
- 100% of Employee Premium paid + HRA
- Annual Training Allowance
- Flexible Work Hour
- Includes potentially a 4-day workweek.