

Senior Tax Accountant

As a Senior Tax Accountant, you are responsible for preparing efficient, accurate and timely tax returns and financial statements for assigned clients. You will be researching and consulting on projects while working with closely held small businesses. Continue to work or focus on potential specialization area(s). Expand knowledge in field and become recognized as a firm resource or specialist in your area of choosing. Mentor staff and interns on our firm, best practices, knowledge, and utilization of software. In this role you will have the ability to manage a book of business (which includes client assignments directed by Managers), learn and begin to develop active networking relationships.

Major Tasks, Responsibilities & Key Accountabilities

- All Staff Accountant (see Staff Accountant job description) accountabilities
- Prepares basic and advanced work papers, including clear concise written documentation
- Achieves annual goals for chargeable and total hours and utilizes available staff
- At the direction of the partners, managers or senior managers research and consult on various tax issues and make recommendations to the client and/or management/partner group for consideration
- Perform some audit work independently or can be directed by manager/senior manager on audit assignments
- Prepares advanced level individual and business tax returns
- Reviews beginning and medium level individual and business tax returns and workpapers
- Review the successful completion and accuracy of clients accounting information and financial statements
- Keeps current on accounting standards and education
- Plans, supervises, reviews, small and medium level engagements
- Communicates effectively with supervisors, managers, and partners during all stages of the engagement
- Applies basic and advanced accounting standards
- Assists in creating / maintaining client relationships
- Assists in staff retention and recruiting
- Understand client service relationships and how to utilize firm resources to provide unmatched client service to existing clients.
- Identifies additional service offerings on client assignments that can expand the firms involvement with the client (budgeting or HR support, financing assistance)
- Prepares other reports, projects, and duties as assigned

KSA, Competencies and Administrative

- Excellent verbal and written communication
- Proficient in all routine tax and accounting best practices
- Focus and dedication to client service
- Excellent time management skills while managing multiple projects
- Ability to proficiently use technology tools in regular assignments and demonstrate commitment to improving work processes through use of technology
- Completes and releases time on a daily basis
- Exhibit effective communication and listening skills
- Ability to work effectively under pressure and against client deadlines

Qualifications

- Bachelor's degree in Accounting, Finance or related degree, Masters' degree preferred
- Must be working towards CPA completion

- A minimum of 3 years public accounting experience