

Tax Senior Job Description

Job Title: Tax Senior	Reports to: Tax Partner
Job Summary: The Tax Senior is responsible for reviewing individual, trust, partnership, corporate, and foreign tax returns; developing and supervising staff, preparing more complex tax returns; and assisting in client management and practice development activities.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Responsibilities & Duties:

- Implement client’s engagements from start to finish, (planning, executing, directing, and completing tax projects).
- Manage engagements budgets.
- Supervise, train, and mentor associates and interns on tax projects.
- Review tax returns prepared by staff and make recommendations regarding accuracy and tax savings opportunities.
- Prepare more complex tax returns for individuals, trusts, partnerships, and corporations.
- Proactively interact with key client management to gather information, resolve tax – related problems, and make recommendations for business and process improvements.
- Assist partners on proposals and business development calls.
- Gain understanding of client operations, processes, and business objectives.
- Possess an understanding of state and foreign tax issues.
- Perform other job-related duties as necessary.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Strong experience in staff and tax management.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.

- Dedicated to superior client service.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following preferred qualifications:

- Minimum of 3 years of professional, preferably in tax consulting experience, in public accounting is a plus.
- Strong tax accounting skills with proficiency in US GAAP and tax compliance.
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel).
- Understanding of state & foreign taxes.
- Broad exposure to federal income taxation and knowledge of tax regulations.

Education and Licenses:

- Bachelor's degree with an emphasis in accounting, finance or related field.
- Advanced degree in tax or law is highly desirable.
- CPA certification (active) preferred.

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