

Tax Staff Job Description

Job Title: Tax Staff	Reports to: Tax Partner
Job Summary: Research and prepare US individual, corporate and partnership tax returns.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Responsibilities & Duties:

- Prepare U.S. individual, corporation, partnership, fiduciary and other tax returns.
- Assist with tax research and consulting projects.
- Prepare year-end compensation reviews for Form W-2 and 1042 purposes.
- Communicate with clients regarding tax return information and status.
- Communicate with Tax Senior, Tax Manager and Tax Partner on status of projects.
- Remain current with federal and state tax law changes.
- Responsible for the completion of tax returns under supervision.
- Become familiar with IRC sections and regulations.
- Become oriented with Firm's practices, policies, and culture.
- Establish a Continuing Professional Educational program to include participation in training sessions, and reading and self-study programs, in preparation for supervisory role.
- Perform other 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 qualifications:

- 0-3 years of professional experience, preferably in public accounting.
- 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 in Accounting or related field.
- Advanced degree is preferred.
- Actively working toward CPA certification, if not already obtained.

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