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## Senior Tax Accountant Job Description

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### A. Responsibilities And Specific Duties *(Listed In Order of Importance)*

- Prepares complex U.S. and multi-state income tax returns for business entities, including consolidated and non-consolidated C-corporations, S-Corporations, Partnerships, Fiduciary, and Nonprofit Organizations.
- Prepares complex U.S. and state individual income, gift tax, and estate tax returns.
- Prepares Compiled financial statements for Corporations, Partnerships, and Individuals.
- Prepares and reviews the most complex client working trial balance from source documents and bank statement reconciliations.
- Prepares tax planning projections for individual and corporate estimated tax liability.
- Assumes complete responsibility for less complex business and individual clients.
- Performs less complex tax research projects.
- Discuss client matters with IRS and other taxing authorities in response to tax notices.
- Delegates' projects to staff that can handle them most efficiently and provide accounting and tax assistance to staff as needed.
- Gains expertise in all tax software programs, including UltraTax/ Profx Tax/QuickBooks/Profx Engagement.
- Communicates directly with Clients and develops relationships through business and social meetings.
- Through acquired expertise, performs as a resource in designated areas for tax questions and issues from both Tax and Audit staff.
- Meets with prospective clients and cultivates prospects through referral sources.
- Assists with tax administration projects assigned by managers and partners.
- Participates in firm committees as a tax member.

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### B. Knowledge and Skill Requirements

- CPA Certification, highly desired, but not mandatory.
- Good oral and written communication skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office software, including Outlook, Excel, and Word.
- Proficient and working understanding in QuickBooks.

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### C. Education And Work Experience

- Bachelor's degree in accounting or other major with tax and accounting (through intermediate) course work completed.
- At least three years of experience preparing all types of tax returns with a public CPA firm or private company.