



## Seasonal Staff Tax Accountant

**\*Must be available to work full-time during busy season late January-mid April\***

---

### **Essential Functions & Responsibilities:**

- Experience preparing various client tax returns for individuals, trusts, partnerships and corporations
- Researches tax issues and makes client recommendations
- Proactively interacts with key client management to gather information, resolves tax-related problems, provides guidance for business and process improvements
- Develops an understanding of client operations, processes and business objectives
- Other related duties as assigned by the management team

### **Qualifications:**

- Bachelor's degree preferred and/or related work experience
- Previous accounting, finance, tax and/or bookkeeping experience required
- Previous tax software experience a plus
- Excellent analytical, problem-solving, research, verbal and written communication skills
- Professionalism, dependability, integrity, and trustworthiness combined with a cooperative attitude
- Ability to work extended hours during busy season

**To apply, simply upload your resume using the portal on the career page:**

<http://www.pughcpas.com/about/careers/>