



TAX STAFF ACCOUNTANT

OBJECTIVE: In fulfilling the Firm's mission, the Tax Staff Accountant performs the day-to-day office work on tax engagements through reviewing client data, understanding legislative updates and preparing client tax returns. The Staff Accountant supports the Firm's goals and values through all professional communications and the maintenance of positive working relationships.

RESPONSIBILITIES

CLIENT SERVICE

- Works on various tax returns (individuals, trusts, partnerships and corporations) under a direct supervisor/designee (depending on the size of the engagement, the supervisor could be a Senior Accountant, Manager or Officer).
- Prepares tax returns and client data following the Firm policies and procedures.
- Reviews accounting data and financial statements working within budgets guidelines.
- Brings unusual/significant accounting and tax implications/questions to the supervisor.
- Becomes familiar with the Firm's policies, procedures, manuals, forms and relevant software.
- Assists other team members with client management such as gathering related data and research of tax, problems, recommendations for business and process improvement.
- Continuous learner that develops job knowledge of client operations, processes, and business objectives.
- Develops understanding of state and federal tax issues.

PEOPLE MANAGEMENT

- May be responsible for supervising and training less experienced Staff Accountants and/or accepting increasing levels of responsibility.
- Acts as a mentor to entry level Staff Accountants on an informal basis.

BUSINESS PROMOTION AND GROWTH

- Understands key elements of client care and service.
- Develops understanding of all Firm services and marketing strategies.
- Participates in community activities; begins to establish external referral network.

- Develops verbal and written communication, as well as, inter-personal skills.

DEPARTMENT ADMINISTRATION

- Supports departmental goals, policies and guidelines; works within applicable laws and regulatory procedures.
- Assumes responsibilities as a "champion" in specific departmental software applications.
- Performs other duties as requested or assigned by supervisor or designee; participates in other administrative activities as requested by the Officers, Managers or Senior Accountants.

POSITION QUALIFICATIONS

EDUCATION	Bachelor's in Accounting or equivalent required
EXPERIENCE	Typically, 1-2+ years professional experience in public accounting
COMPETENCIES & LICENSES	Actively pursuing CPA license, or currently possess active CPA license Proficient in use of computers and basic software applications Good written and verbal communication skills Successful problem-solving and analytical skills Ability to thrive in a team-oriented environment Excellent project management, analytical, and interpersonal skills. Strong time management skills, ability to meet deadlines
KNOWLEDGE & ABILITIES	Professional appearance and demeanor, highly-motivated Client-focused, team-oriented work ethic, delivering high quality results Committed to integrity and ethical business standards Cooperative, flexible, ability to multi-task and complete assignments within time constraints and deadlines. Growth potential with opportunities for upward advancement Ability to work increased hours during seasonal periods.
WORKING CONDITIONS	Ability to sit and/or computer use for extended periods of time. Ability to travel by air and car, if required. Ability to carry and transport computer bag, luggage, etc. Ability to provide own transportation for traveling to/from client engagements CPE, training, etc.; infrequent out-of-town travel, if required, for professional development, etc. Overtime work required periodically throughout year. Total hours generally range from 2,080-2,300, including PTO

