



Job Title: Tax Accountant

Job Description: Tax accountant must be a self-motivated individual with ability to prepare federal, state and local tax returns, extensions and quarterly tax estimates. Must have knowledge to prepare tax provision schedules by reviewing, preparing and consolidating provision schedules. Individual must be eager to develop strong working relationships with staff, management and clients.

Job Responsibilities (include but not limited to):

1. Research and prepare work papers for various book to tax differences.
2. Perform year-end accrual review and prepare the tax provision
3. Prepare various federal and state income tax returns for companies and individuals.
4. Prepare various personal property tax returns.
5. Prepare estimated federal and state income tax payments.
6. Keep abreast of current developments in the tax area.
7. Other tax and special projects as they arise.
8. Gain understanding of client operations, processes, and business objectives.
9. Provide timely, high quality client service that meets or exceeds client expectations.
10. Adhere to the highest degree of professional standards and strict client confidentiality.

Minimum Qualifications:

1. Bachelor's Degree in Accounting.
2. 1+ years of recent tax preparation experience in Public Accounting.
3. Proficiency with Microsoft Word, Excel, and Outlook.
4. Knowledge of QuickBooks and Thomson Reuters Suit of Accounting and Tax software preferred.
5. Ability to handle multiple tasks simultaneously.
6. Demonstrate strong verbal and written communication skills.
7. Demonstrate strong interpersonal skills and work ethic.
8. Must be currently authorized to work in the United States on a full-time basis.
9. Must pass background check prior to employment.

Competencies:

1. **Analytical** – Synthesizes complex and diverse information.
2. **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
3. **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills; shares expertise with others.
4. **Judgement** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decision; includes appropriate people in decision-making process.
5. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions.
6. **Dependability** – Follows instructions; responds to management direction; commits to work hours necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
7. **Initiative** – Seeks increased responsibilities; asks for and offers help when needed; volunteers readily.

Firm: T. C. Burgin, CPA, PC is technology-minded, service-driven and committed to developing long-lasting relationships with clients by providing personalized service. The Firm is dedicated to addressing the needs of our clients while still maintaining a quality work/life balance for staff.

Hours/Travel: Full time position with less than 200 hours of seasonal overtime required. Regular office hours are 8:00 am to 5:00 pm Monday-Friday. No travel required for this position.

Salary/Benefits: Competitive salary commensurate with education and experience. Paid platinum medical and dental insurance provided for employees. Generous personal time off policy.

Applications: Documents must include cover letter indicating experience applicable to position including salary requirements and resume.