



POSITION – JUNIOR TAX ACCOUNTANT

Position Title	Department
Junior Tax Accountant	Taxes
Employment Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Immediately

Description

Junior Tax Accountant is responsible for preparing and filing tax returns and utilizing tax strategies and planning for our clients with minimal supervision. This person contacts clients to resolve all tax-related matters and implements tax preparation for the company and clients.

Essential duties and responsibilities

Essential functions include, but are not limited to, the following:

- Prepare corporate, partnership, and personal tax returns.
- Review tax information supplied by the client; may meet with or call the client with questions.
- Recognizes, anticipates, and resolves tax issues and makes recommendations.
- Ability to communicate, conduct, manage, negotiate, and settle tax audits and/ or clients' tax cases for federal and state taxes when needed.
- Helping clients maximize tax savings by building relationships with them and using proactive tax strategies.
- Preparation and filing of quarterly estimated tax payments.
- Review the Financial Statements and propose adjusted Journal entries (AJE) necessary for tax.
- Preparation and review of clients' books and records.
- Promotes firm services to existing and prospective clients.
- Meets productivity and efficiency standards.

Minimum Qualifications (knowledge, skills, and abilities)

- Bachelor’s degree in accounting or tax related.
- Certified Public Accountant or equivalent is a plus.
- Drake Software is a plus
- 1-2 years of experience minimum (Personal and Organizational tax returns)
- Working knowledge of tax code and tax regulations
- Knowledge of Microsoft Office software, particularly Excel and Word.
- Excellent analytical, organizational, and project skills
- Ability to develop and maintain strong client relationships.
- Ability to perform tax planning and tax due diligence.
- Well-developed presentation skills
- Excellent customer relationship skills
- Strong organization, oral, and written communication skills in English and Spanish
- Ability to work with all personnel within the organization and facilitate communication effectively.
- Ability to work independently and manage multiple projects and deadlines.
- Ability to be a team player, flexible, and able to work in a fast, fast-paced, and changing environment.