

# Senior Tax Accountant

## Job brief

A Seattle CPA firm is looking for an experienced tax professional to join our public accounting team. We are currently seeking an experienced tax senior or supervisor level with 5 to 7 years of experience in public accounting. We offer competitive salaries and excellent benefits, including medical and dental insurance, 401(k), paid time off and continuing education.

Our **Senior Tax Accountant** must possess the entrepreneurial drive & spirit to thrive in a fast paced, dynamic evolving environment. You will work alongside the Tax Manager in managing, consulting, compliance, and various tax projects. You will be the main contact for many tax matters and will be responsible for several ongoing projects which include operational accounting projects, general consulting, as well as other advisory projects. Additionally, the position allows for the opportunity to directly impact other areas of our firm, both now and in the future. The ideal candidate has experience collaborating and/or managing a team of accountants and junior accountants.

## Job Duties and Responsibilities:

- Prepare advanced and/or review less complex federal, state, and local tax filings, extensions, and quarterly payments. Federal tax returns include individuals, corporations, partnerships, trusts, non-profits and other miscellaneous tax and information returns.
- Identify tax planning opportunities for clients.
- Recommend tax strategies for use by the firm by researching federal, state, and local taxation issues.
- Communicate internally with team members and externally with clients on project status and information necessary to complete the engagement.
- Assist with tax audits
- Plan, assign and review staff's work
- Help with in-house training of junior staff
- Assist in overseeing staff and staffing needs, making recommendations to management when appropriate
- Analyze financial information and summarizing data
- Maintain technical knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Coordinate with other team members who conduct assurance engagements.
- Consult with clients on tax and accounting issues
- Participate in networking and business development
- Provide input into department's goal setting process

## Requirements and Qualifications

- 5-7 years of experience in tax accounting or proven experience as a financial controller, accounting supervisor, chief or senior accountant
- Bachelor's degree in Accounting; Masters in Accounting – Tax Focus preferred
- CPA preferred; if not a CPA, must meet educational requirements to sit for the CPA exam as outlined by the Board of Accountancy

- Experience with a wide variety of tax return filings including C-corporations, partnerships, S-corporations, trusts, and individuals; non-profit and international compliance experience is preferred!
- Experience with tax preparation and fixed asset software – e.g. UltraTax, ProSystem fx, or equivalent.
- Proficient with Microsoft Office, especially Excel, Outlook, and Word.
- Hands-on experience with accounting software packages, like QuickBooks
- Experience or familiarity with general ledger functions and the month-end/year-end close process
- Thorough knowledge of basic accounting procedures
- Awareness of business trends
- Familiarity with financial accounting statements
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Ability to work in and build a team
- Efficient time management and organizational skills with the ability to multi-task
- Ability to maintain confidentiality of client information
- Exceptional written and verbal communication skills with customer-facing work experience

## COMPENSATION AND BENEFITS:

- Salary is DOQ
- 3 weeks paid-time off
- Medical/Dental/Vision/Life
- HSA Contribution
- 401(k)
- No non-compete agreement is required for employment