

Tax Supervisor/Manager

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 supervisor or manager level candidate with 5 to 7 years of experience in public accounting. We offer competitive salaries and excellent benefits, including medical, dental and vision insurance, 401(k), paid time off and continuing education.

Our candidate must possess the entrepreneurial drive & spirit to thrive in a fast paced, dynamic evolving environment. You will work alongside the Tax Manager and Partner 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:

- Files federal, state, and local tax documents by preparing property tax returns, and federal, state, and municipal returns, extensions, and quarterly payments.
- Provide input into department's goal setting process
- Assist with tax audits and tax returns
- Plan, assign and review staff's work
- Producing error-free accounting reports and present their results
- Analyzing financial information and summarizing financial status
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Recommends tax strategies by researching federal, state, and local taxation issues.
- Maintains legislative materials by reviewing, interpreting, and implementing new or revised laws.
- Maintains compliance with regulations by forwarding required information to federal, state, and local authorities.
- Revises procedures by developing and streamlining procedures and worksheets for calculation of tax provisions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Prepare and/or review tax returns for individuals, corporations, partnerships, trusts, non-profits and other miscellaneous tax and information returns.
- Identifying tax planning opportunities for clients.
- Consulting with clients on tax and accounting issues
- Involvement in networking and business development
- Help with in-house training of Junior staff
- Assist in overseeing staff and staffing needs, making recommendations to management when appropriate
- Interact with Partners and Managers on tax and assurance engagements.

Requirements and Qualifications

- Thorough knowledge of basic tax processing and procedures
- Basic understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like QuickBooks
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Advanced MS Excel skills including Vlookups and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Bachelor's degree in Accounting; Masters in Accounting – Tax Focus preferred
- Relevant certification (e.g. CMA or CPA) will be required
- 5-7 years of experience in tax accounting
- CPA preferred; if not a CPA, must meet educational requirements to sit for the CPA exam as outlined by the Washington State Board of Accountancy
- 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
- Experience with a wide variety of tax return filings including Corporations, Partnerships, S-corporations, and Individuals; Non-profit and International compliance experience is preferred!

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