



## **Senior Tax Accountant Job Description**

### **Areas of Accountability**

- Communication and direct client contact
- Oversee lower level staff
- Plan engagements
- Identify any accounting/tax issues prior to manager's review
- Document and understand client control systems
- Completion and documentation of audit programs and disclosure checklists
- Prepare and review financial statements
- Basic tax planning/projections/estimates
- Comfortable in a team environment with changing priorities and time deadlines
- Encouraged to develop new client/business relationships

### **Benefits**

- Client demographics within 50 miles
- No overnight travel
- Comprehensive medical and prescription plan provided
- HSA, HRA, FSA, Dependent Care plans
- Life insurance provided
- Disability insurance provided
- TSCPA dues paid
- CPE credit education provided
- Generous vacation, holiday and sick leave

### **Minimum Qualifications**

- 3-5 years experience
- Accounting degree
- CPA certification

### **Knowledge and Skills**

- Proficient in Microsoft Office applications
- Experience in ProSystemfx Engagement and Tax
- Strong working knowledge and application of GAAP and GAAS standards
- Effective written, verbal and interpersonal skills
- Encouraged participation in civic or professional organizations