

Title: Tax Staff Accountant
Classification: Exempt

Summary of Responsibilities:

Staff accountants are given a wide variety of accounting and tax assignments under the supervision of different professionals. Performance is judged based on the quality of work, application of GAAP, GAAS and tax law, and ability to meet time constraints.

Essential Functions:

1. Helps develop the overall tax accounting plan.
2. Records transactions in ledgers, prepares trial balances and financial statements using computer software program.
3. Reconciles accounts to control accounts.
4. Identifies specific accounting, auditing and tax problems and discusses with engagement senior or manager.
5. Performs schedule computations of accruals, property and equipment, and calculates depreciation expense.
6. Assists in preparation and/or proofing of financial statements, tax returns, and other documents.
7. Performs other accounting and tax duties as needed in engagements and as assigned by supervisory personnel.
8. Ability to communicate with clients on routine matters.

Education, Experience and Skills Required:

1. Bachelor's or Master's degree in accounting with a minimum GPA of 3.0, or equivalent accounting experience.
2. Proficiency with computer, spreadsheet software program, and ten-key calculator.
3. Well- rounded knowledge of accounting principles and/or income taxes.
4. Ability to communicate clearly and concisely in English.
5. Ability to maintain client confidentiality.
6. Minimum of twenty (20) hours of continuing professional education (CPE) is required each year, with one hundred twenty (120) hours of CPE required every three years.