**Tax Accountant Job Description**

Provide general ledger system support regarding functional issues of financial and management reporting.

**Primary Responsibilities**

* Maintain required level of technical knowledge.
* Prepare estimated federal and state income tax payments.
* Research and prepare work papers for various book to tax differences.
* Perform year-end accrual review and prepare the tax provision.
* Prepare various federal and state income tax returns.
* Prepare various personal property tax returns.
* Prepare/Review other various tax filings: Annual reports, Intangible Tax, Sales and Use Tax.
* Research projects.
* Assist in federal and state audits.
* Maintain our tax preparation system.
* Keep abreast of current developments in the tax area.
* Provide an information source in the tax area within the company.
* Other tax projects as they arise.
* Assist in financial planning and analysis.

**Competencies**

* Analytical – Synthesizes complex and diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
* Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reasons even when dealing with emotional topics.
* Technical skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
* Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decision; includes appropriate people in decision-making process; makes timely decisions.
* Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
* Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
* Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
* Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Position Requirements:**

* Bachelor’s degree or equivalent; or two to four years’ related experience and/or training; or equivalent combination of education and experience.
* Experience working for a Big 4 public accounting firm is strongly preferred. Combination of public accounting and industry experience is preferable.
* CPA required.
* Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
* Ability to write reports, business correspondence, and procedure manuals.
* Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
* Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
* Knowledge of Microsoft Office Suite including Outlook, Word, Excel and Explorer Internet software; FastTrack or similar tax software.