



## **SUPERVISING TAX SENIOR**

### Job Posting

#### **Position Summary:**

Within this role you will review work papers and tax returns prepared by other tax department professionals, including the Firm's most complex returns. You will supervise and train Tax Consultants and Senior Tax Consultants while setting a positive and encouraging example in the process. You will have also passed all four sections of the CPA exam.

#### **Starting Salary Range:**

\$73,000 – \$78,500

#### **Education Required:**

- Bachelor's degree in Accounting or related program
- 3-4 years of experience in accounting or tax return preparation
- Has passed all parts of the CPA exam
- Experienced in corporate, partnership and individual taxation

#### **Duties + Responsibilities:**

- Coaches and trains Tax Consultants and Senior Tax Consultants while setting a positive and encouraging example in the process.
- Reviews work papers and tax returns prepared by other tax department professionals.
- Continually communicates the progress of the tax return or research project with the engagement Manager or Partner.
- Identifies potential tax issues, performs research and presents proposed solutions to Managers and Partners.
- Prepares detailed draft bills.
- Increasingly participates in client meetings to assist with answering of questions and review of research or returns.
- Draft emails for Tax Manager to send to client.
- Demonstrates increased responsibility for continued professional education and improving technical skills.
- Continues to develop a network of contacts through community involvement.

#### **Technologies:**

- Proficient with Microsoft Excel, Word, Outlook and Adobe Reader/Pro
- Checkpoint, BNA, or other tax research platform

**Competencies:**

- Ability to maintain a high level of accuracy and confidentiality
- Excellent written communication skills including strong spelling and grammar
- Excellent verbal and interpersonal communication skills and present a professional image
- Must be organized and have the ability to set priorities and meet deadlines while working independently

**Work Environment:**

Primary work location is an office environment with considerable time spent at a desk viewing a computer monitor. Workspace is relatively free from unpleasant environmental conditions, noise or hazards.

**Physical Demands:**

Primarily sedentary, lifting up to 10 pounds regularly. Continuously requires vision, hearing, talking, and keyboarding. Frequently requires multi-tasking, working closely with team members, fine dexterity for repetitive, detail-oriented work. Occasionally requires time pressures, frequent changes of tasks, moving between workspaces or meeting rooms, carrying, reaching, and bending or crouching.

**Disclaimer:**

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

**How to apply:**

If this sounds like the opportunity you have been searching for, we would love the opportunity to connect.

Learn more about SKR+CO at [skrco.com](http://skrco.com).