



TAX CONSULTANT

Job Posting

Position Summary:

Strives to improve the efficiency and effectiveness of the tax preparation process. Prepares detailed working papers and tax returns for review by Senior Tax Consultants, Managers and Partners. Conducts tax research projects and prepares research memorandums. Develops excellent knowledge and understanding of all tax software for efficient tax return preparation.

Starting Salary Range:

\$53,000 - \$58,000

Education Required:

- Bachelor's Degree in Accounting (concentration in Tax a plus)
- Colorado CPA license, or actively pursuing certification
- Minimum 0-3 years progressive experience in public accounting working on partnerships, corporations and individual tax returns

Duties + Responsibilities:

- Prepares amended returns of any variety and complexity.
- Possesses and continues to develop knowledge of tax regulations with regards to answering clients' questions.
- Develops and maintains a good understanding of depreciation, depreciation software and is effective in reading and understanding depreciation reports.
- Expands knowledge of tax issues related to corporations, partnerships and individuals and possible other specialized fields.
- Works with confidential client matters and maintains client confidentiality.
- Performs other duties as assigned.

Technologies:

- Proficient with Microsoft Excel, Word, Outlook and Adobe Reader/Pro

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.