



Job Title: Tax Senior

Job Description: Tax Senior must be a self-motivated dynamic individual with ability to prepare complex tax returns, and develop strong working relationships with clients built on understanding their businesses and challenges. Individual must have experience in tax planning and research for individuals, partnerships, limited liability companies, trusts, corporations and estates. Individual will work closely with the firm partner and afforded the opportunity to become an integral part of the firm with lots of room for growth.

Job Responsibilities (include but not limited to):

1. Gain understanding of client operations, processes, and business objectives.
2. Prepare complex tax returns for corporations, partnerships, trusts, and individuals.
3. Review tax returns prepared by staff.
4. Proactively interact with key client management to gather information, resolve tax-related problems, and make recommendations for business and process improvements.
5. Handle routine client questions and work with clients to obtain necessary information for financials and tax return completion.
6. Prepare accurate work papers.
7. Make journal entries for year-end close including bank reconciliation.
8. Generate trial balance and financial statement.
9. Research complex tax issues.
10. Respond to IRS and other taxing authority notices.
11. Provide timely, high quality client service that meets or exceeds client expectations.
12. Ensure professional development through ongoing education and obtaining additional certifications as appropriate.
13. Complete special projects as needed.
14. Adhere to the highest degree of professional standards and strict client confidentiality.

Minimum Qualifications:

1. Bachelor's Degree in Accounting.
2. 3+ years of recent experience in Public Accounting with an emphasis in taxation.
3. EA or CPA a plus.
4. Understanding of tax code and technical aspects of tax preparation and compliance.
5. Knowledge of MS Office and Thomson Reuters Suit of Accounting and Tax software preferred.
6. Ability to handle multiple tasks simultaneously.
7. Demonstrate strong verbal and written communication skills.
8. Demonstrate strong interpersonal skills and work ethic.
9. Must be currently authorized to work in the United States on a full-time basis.
10. Must pass background check prior to employment.

Competencies:

1. **Analytical** – Synthesizes complex and diverse information.
2. **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
3. **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills; shares expertise with others.
4. **Judgement** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decision; includes appropriate people in decision-making process.
5. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions.
6. **Dependability** – Follows instructions; responds to management direction; commits to work hours necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
7. **Initiative** – Seeks increased responsibilities; asks for and offers help when needed; volunteers readily.

Firm: T. C. Burgin, CPA, PC is technology-minded, service-driven and committed to developing long-lasting relationships with clients by providing personalized service. The Firm is dedicated to addressing the needs of our clients while still maintaining a quality work/life balance for staff.



Hours/Travel: Full time position with less than 200 hours of seasonal overtime required. Regular office hours are 8:00 am to 5:00 pm Monday-Friday. Minimal local travel required for this position.

Salary/Benefits: Competitive salary commensurate with education and experience. Paid platinum medical and dental insurance provided for employees. Generous personal time off policy.

Applications: Documents must include cover letter indicating experience applicable to position including salary requirements and resume.