

Senior Tax Associate

POSITION SUMMARY:

Allen, Gibbs, & Houlik LC is seeking a Senior Tax Associate with a Bachelor's Degree in Accounting or a related field. The Candidate must have 3 years of experience in public accounting. The Candidate must have a Certified Public Accountant (CPA) designation or be eligible for CPA licensure. Candidates must meet the job requirements and supply a Resume to be considered for the position.

ESSENTIAL RESPONSIBILITIES:

- Examine, analyze, and interpret accounting records to prepare financial statements.
- Advise or evaluate statements.
- Prepare and review quarterly and annual income tax provisions as well as identify and document uncertain tax positions.
- Planning and performing corporate, S-corporation, partnership, individual, and state and local tax compliance engagements.
- Performing technical research, analysis, and written memoranda.
- Preparing client depreciation schedules.
- Preparing trial balances from client information along with providing adjusting journal entries for the client as needed.
- Assuming project management responsibilities.
- Maintain accurate records of your scheduled work and communicate effectively. Participating in mentoring, training, recruiting, retention, and team-building activities.

QUALIFICATIONS:

- Bachelor's degree in accounting or related field required.
- CPA or eligibility for CPA

EEO Statement:

Allen, Gibbs, & Houlik LC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Allen, Gibbs, & Houlik complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Allen, Gibbs, & Houlik expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Allen, Gibbs, & Houlik's employees to perform their job duties may result in discipline up to and including discharge.