

Hoffman & Associates

— ATTORNEYS - at - LAW, LLC —
An Estate Planning, Business & Tax Law Firm

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Tax Accountant

Overview

Hoffman & Associates, Attorneys-at-Law, LLC seeks a Tax Accountant to join our Firm, which specializes in Estate Planning, Business Law and Tax preparation and planning. Qualified candidates will have experience in the preparation of Federal and State individual, business, trust, gift and estate tax returns. The Tax Accountant will interact closely with our Tax team's clients, advise clients, analyze clients' tax data, and prepare and review tax returns. Our Firm desires experienced candidates with a strong tax preparation and technical background.

Responsibilities

- Integrate with the tax team to provide high quality and timely service to clients;
- Prepare and review individual, business, trust, gift and estate tax returns;
- Research technical issues and solve complex tax problems;
- Manage client relationships, due dates and workflow;
- Provide clients with general accounting work and tax planning;
- Collaborate with legal team to effectively advise clients and achieve desired outcomes;
- Communicate professionally with clients and tax authorities;
- Audit all work papers and tax forms for completeness and accuracy; and
- Maintain client records efficiently.

Qualifications

- Bachelor's degree in Accounting;
- CPA required; Masters in Taxation highly preferred;
- 3-5+ years' experience providing tax preparation services (Federal and State individual, business, trust, gift and estate tax returns);
- Experience with Lacerte tax software (or similar tax preparation software) is required, and Clio, or comparable practice management software is a plus;
- Proficiency in QuickBooks and Excel;
- Ability to effectively manage multiple engagements simultaneously;
- Time management, organizational, and prioritization skills;
- Professional demeanor, positive attitude, and strong oral and written communication skills.

Salary & Benefits

Salary is commensurate with experience. We offer a competitive Benefits Package, including health, dental and vision, LTD and Life Insurance, vacation and holidays, in addition to Professional Growth opportunities.

Please send resumes to Cathy Ottley at cathy@hoffmanestatelaw.com