

An Estate Planning, Business & Tax Law Firm

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Tax Services Coordinator – Sandy Springs, GA

About Us

Hoffman & Associates, Attorneys-at-Law **Tax Services Coordinator** to join our firm, which specializes in Estate Planning, Business Law and Tax preparation and planning. We pride ourselves on fostering a supportive environment where team members can grow, contribute, and build long-term careers in an office that blends a boutique feel with high-level client service.

This position plays a key role in supporting our tax department through careful coordination of administrative and compliance processes. The Coordinator will keep senior team members informed of tax-return status, proactively flag items needing attention, and advise on next-step priorities to ensure timely completion.

Key Responsibilities

- Oversee the tax return preparation and e-filing process, organizing and scanning tax documents with accuracy and confidentiality, monitoring deadlines, preparing return packages and coordinating delivery to clients, tracking return status to ensure timely filing or extension
- Prepare and mail quarterly estimate reminders, annual organizers, tax notices, and client correspondence
- Assist with other tax administrative functions to ensure smooth department operations
- Collaborate with team members to support a positive, efficient, and client-focused work environment

Qualifications

- Bachelor's degree or equivalent experience (minimum 2 years tax administration or related experience preferred)
- Strong understanding of tax filing requirements, deadlines, and basic accounting/tax principles
- Proficiency in Microsoft Office (Outlook, Excel, Word) required
- Experience with tax software (Lacerte preferred), CRM systems, QuickBooks, and electronic file management systems a plus
- Excellent attention to detail, organization, and problem-solving skills
- Ability to manage multiple deadlines in a fast-paced environment
- Professional communication skills and a commitment to exceptional client service
- Must maintain strict confidentiality regarding client and firm information
- Background check required

What We Offer

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, supportive, team-oriented culture at a respected firm, in addition to Professional Growth opportunities.

Apply Today

Submit your resume and cover letter to suzanne@hoffmanstatelaw.com