TAX ACCOUNTANT

Job Description:

**Tax Accountants** are responsible for assisting clients and companies with their financial and income tax statements. These qualified professionals research, study and interpret tax law. They prepare tax forms, identify tax savings, and analyze and resolve tax issues. A tax accountant organizes and analyzes spending, and seeks to increase tax write-offs to lower the business’ taxable profit. Due to the financial and personal nature of the position, a tax accountant must possess both personal integrity and meticulous attention to detail.

Job Responsibilities:

* Preparing tax payments
* Estimating and tracking tax returns
* Completing regular (quarterly and annual) tax reports
* Prepare tax payments
* Estimate and track tax returns
* Complete quarterly and annual tax reports
* Organize and update the company’s tax database
* Recommend tax strategies that align with business goals
* Prepare necessary paperwork for tax payments and returns
* Identify tax savings and suggest ways to increase profits
* Follow industry trends and track changes related to taxes
* Liaise with internal and external auditors
* Forecast tax predictions to senior managers
* Stay informed on industry developments and changes in tax laws
* Maintain corporate and client financial confidentiality

Job Qualifications:

* Bachelors in Accounting or related field
* Masters in Accounting or related field preferred
* Certification in Public Accounting
* Additional certifications preferred
* Experience in tax accounting

Opportunities in tax accounting are available for applicants without experience in which more than one tax accountant is needed in an area such that an experienced tax accountant will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting and tax procedures
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in tax preparation and accounting software
* Strong analytical skills
* Strong attention to detail
* Integrity
* Awareness of laws and regulations related to taxes and accounting