

04/25/2019

1. **The job title:** Staff Tax Accountant – Entity Client Base
2. **The location of the job:** Woburn, MA office
3. **Job Type and Schedule:** Non-Exempt Employee; Full Time Mon – Fri 40 hours per week
4. **Position reports to:** Manager – Entity Client Base
5. **The main responsibilities and duties of the employee:**

The primary responsibility of this position is to assist in providing accounting and tax preparation services to entity client base. The tasks to accomplish this role include:

- Assist and/or Prepare Tax Forms, Returns and Reports including:
 - Tax Projections
 - Executive Summaries
 - Entity Tax Returns or Schedule Cs
 - 1040 Personal Tax Return for Entity Owners
 - Form 2553s
 - Due Diligence, Overhead Analysis and Other Practice Management Reports
 - 5500 Census & Return
 - Personal Property Tax Returns
 - Use Tax Filings
 - 1099 Reviews
- QuickBooks
 - Setup QuickBooks for Clients
 - Train Clients on QuickBooks
 - Standardize Chart of Accounts
 - Upload & Restore QuickBooks
- Pre-Client Meetings
 - Update Client QuickBooks
 - Post Entries
- Attend Client Meetings
 - Attend client meetings with Manager
- Post-Client Meetings
 - Distribute Information from Client to S&S
 - Follow-up to receive needed information from client & prepare reports as necessary.
- Additional tax, audit and accounting projects as delegated by manager.

6. **Experience/education needed:**

- Candidate for IRS Enrolled Agent or CPA
- Bachelors degree in Accounting, Taxation, or Finance.
- Exceptional attention to detail. Ability to work independently a necessity.
- Demonstrated ability to deliver prompt, exceptional and professional client service.

7. **Salary and benefits:**

Negotiable and dependent upon experience. This position qualifies for our benefit programs after reaching specific benefit program milestones of length of employment.

8. **To apply:** Please send resume to HR@SchwartzAccountants.com
-