

**Job Title:** Staff Tax Accountant

**Location of Employment:** Woburn, Massachusetts 01801

**Travel:** None

**Work Hours:** Full-time

**Reports to:** Manager – Entity Client Base

**Summary of Position:**

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

**Job Responsibilities:**

- Assist and/or Prepare Tax Forms, Returns and Reports including:
  - Tax Projections
  - Executive Summaries
  - Entity Tax Returns or Schedule C's
  - 1040 Personal Tax Return for Entity Owners
  - Form 2553's
  - Financial Due Diligence, Financial Modelling, and Valuation
  - Overhead Analysis and Other Practice Management Reports
  - 5500 Census & Return
  - Personal Property Tax Returns
  - Use Tax Filings
  - 1099 Reviews
- Assist with QuickBooks
  - Set up QuickBooks for Clients
  - Train Clients on how to use QuickBooks
  - Standardize Chart of Accounts
  - Upload and Restore QuickBooks
- Assist with Pre-Client Meetings
  - Update Client QuickBooks
  - Post Entries
- Attend Client Meetings with Manager
- Assist with Post-Client Meetings
  - Distribute information received from Client to Schwartz & Schwartz
  - Follow-up with clients as necessary to receive information and prepare reports as necessary
- Assist with additional tax, audit, financial, and accounting projects as delegated by manager



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## **Required Education:**

A minimum of a Bachelor's degree in Accounting, Taxation, or Finance, or a closely related field, (foreign equivalent is acceptable)

## **Required Employment Experience:**

A minimum of 2 months of employment experience in accounting, including:

- A minimum of 2 months of demonstrated employment experience using Quickbooks
- A minimum of 2 months of demonstrated employment experience handling cash flow analysis
- A minimum of 2 months of demonstrated employment experience handling record-keeping for audits
- A minimum of 2 months of demonstrated employment experience preparing reports

## **Interested:**

To apply, please send your resume to: [HR@schwartzaccountants.com](mailto:HR@schwartzaccountants.com)