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# *Tax Associate (Full-Time)*

# *Job Summary:*

DSWD is currently seeking a full-time Tax Associate/Professional for its boutique CPA firm located in Tinley Park, IL. The Tax Professional will demonstrate an ability to prepare and prioritize multiple tax engagements to ensure the execution and delivery of excellent quality tax services to our clients. This individual will be a part of a team responsible for managing tax reporting and compliance to ensure tax returns are completed accurately as well as timely, to minimize tax obligations. The Tax Professional will also be required to do tax planning for future tax filings. The ideal candidate chosen for this chair will maintain both the integrity of our firm and our clients by upholding our company core values.

# *Supervisory Responsibilities:*

* None

## Job Duties & Responsibilities:

* Preparation and review of federal and state income taxes for individuals, businesses, benefit plans and exempt organizations
* Prepare internal communication and written correspondences for submission to the IRS and other tax authorities
* Perform research to assist with the identification and implementation of strategic tax initiatives
* Perform technical analysis of tax issues impacting clients and draft supporting memoranda
* Analyze tax data to determine tax projections and recommendations based on the projections
* Continuously maintain current knowledge of tax laws, research and implement impact to clients
* Conducts numerous IRS and or state income tax examinations
* Prepare and review year-end accounting entries and assist clients with accounting issues
* Driven and hardworking, willing to help whenever necessary
* Maintains current and up to date knowledge of acceptable tax accounting practices, laws, regulations and procedures
* Performs other related accounting duties as assigned

## Required Skills & Abilities:

* Excellent verbal and written communication skills
* Team player and adaptability
* Excellent organizational skills and keen attention to details
* Understanding and ability to adhere to generally accepted accounting principles
* Ability to correctly prepare tax returns
* Ability to meet critical deadlines
* Legal compliance as well as a strong understanding of both state and federal tax regulations

## Education & Experience:

* Bachelor’s degree in Accounting required
* Master’s degree in Accounting desired
* CPA
* Five to six years of prior experience in public accounting
* Strong accounting and analytical skills
* Strong computer knowledge: proficient in tax software and MS Office Suite
* Ability to multi-task
* Proven ability to work well with others and find solutions to serious tax related matters

## Salary:

* Salary for Tax Associate (Full-Time) is commensurate with experience
* DSWD offers a complete benefits package along with Paid Time Off/Paid Holidays/Flex Time and a retirement 401(k) with employer match

EOE