

**Are you an EA or CPA interested in being promoted quickly and becoming a partner in a small firm?**

We are seeking a well-rounded individual with recent tax and accounting experience in a public accounting firm. With our firm you will perform both tax and accounting functions, including preparation and review of income tax returns, responses to IRS and state/local tax audits and notices, and prepare and review financial statements.

To be an effective member of our team, you will need to possess and demonstrate the ability to effectively juggle the responsibilities of multiple clients at once. The ability to be or quickly become proficient in the unique situation of each client. Strong basic accounting skills are required as our office focuses on local business bookkeeping and accounting along with tax planning and compliance for the business entity and owners.

You are expected to have proven success in exhibiting technical proficiency and the ability to effectively manage client relationships. The ability to relate to and communicate with clients and their representatives is key.

Responsibilities include:

1. Preparation of corporate and individual income tax returns
2. Knowledge of state and local filing requirements to prepare necessary returns
3. Analyze and respond to IRS, state, and local tax notices and audits
4. Perform accounting write-up and compilations; review of bookkeeping / accounting entries performed by other staff members, make adjusting and reclassifying journal entries as necessary
5. Effectively communicate with clients, tax authorities, firm team and partners

Job Requirements

- BS/BA Degree, accounting major preferred
- Current CPA license OR current EA certification
- Proficiency in income tax preparation, compliance and tax audits
- Technical accounting skills – compilation, review, and / or audit experience a plus
- Strong excel and other Microsoft software skills, knowledge of Access a plus
- Knowledge of CCH ATX software a plus
- Excellent verbal and written communication skills
- Ability to handle multiple priorities, clients and tight deadlines
- Strong interpersonal skills, including the ability to supervise / manage team

NOTES:

Additional Salary Information: Salary will be determined based on experience.

**In order to apply for this position, please follow the steps below:**

1. Email your resume to [info@datamatebookkeeping.com](mailto:info@datamatebookkeeping.com) as an attachment; do not send in the body of the email.
2. Email a cover letter that will include:
  - a. Desired compensation
  - b. Available start date
  - c. Why the job is particularly of interest to you
  - d. Why you would be the best candidate for the job

**NOTE:** We will only open emails from candidates that put, "I AM A TAX STAR!" as the top line of your cover letter and subject line of your email. Then, we will schedule interviews with those qualified candidates who answer ALL of the above questions on their cover letter.

**About Datamate Bookkeeping & Tax, Inc.**

Datamate Bookkeeping & Tax, Inc. is a full service, small accounting firm located in Gilroy, CA. Our firm is growing but still provides a close-knit working environment.

Our firm offers: \*Competitive Salary\*401K\* Profit Sharing\*Paid time off \*Paid CPE\*Flexible schedule\*Part-time