

Datamate Bookkeeping & Tax Inc.

Job Description

Job Title: Tax Accountant Manager

Reports To: President and Vice President

FLSA Status: Non – Exempt

Availability: Full-time during tax season and part time availability in off season (May – August).

Location: Fully remote or hybrid

Summary: To gather the required information for preparation of various tax documents and to independently process the preparation of these documents by performing the following duties.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tax Accountant Duties Include the Following:

- Gathers missing tax related data from clients.
- Oversees the entire process and preparation of federal, state, and local tax returns for clients.
- Manages tax log, clients, and tax team to ensure that tax operations are running efficiently.
- Remains informed of changes in all aspects of taxation and how they apply to the clients.
- Makes suggestions for improvement of policies or procedures to reduce the client's tax liability.
- Maintains accurate and organized client files, always keeping them up to date.
- Serves as power of attorney for clients as needed at the state and federal level.
- Performs other related duties as assigned.

Operates office equipment efficiently to include:

Multi-line telephone

Fax machine

Computer with printer

Photocopy machine

Additional Skills Required:

Oral and Written Communication Skills

Professionalism

Time Management

Accrual Accounting

Adjusting Entries

Balance Sheet Analysis

Income Statement Analysis

Federal Taxation

Local Taxation

State Taxation

Education/Experience:

Applicant must either be an Enrolled Agent or Certified Public Accountant. Bachelor's degree. Prior experience required in general accounting functions to include General Ledger and Fixed Assets. Knowledge of federal, state, and local taxation principles either through specific training or related work experience required.

Language Ability:

Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from clients, management, and the general public.

Computer Skills:

To perform this job successfully, an individual should have knowledge of all MS office applications, internet applications, ATX applications and Quick Books applications.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, talk, use hands, reach with arms and hands, or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____