

DeLaney & Co., CPA

Position Description

Agreement to fulfill the accountabilities of the job

Position Title: Sr. Tax Preparer / Accountant

Location: Columbus

Salary range:
\$55,000 - \$85,000

Type of position:
X Full-time

Hours of work:
40+ / week

DeLaney & Co., CPAs serves individuals and small and mid-sized businesses with their accounting, payroll and tax needs. We're a growing company that values our clients and families, striving every day to be better than we were yesterday.

Do you love working with fun and interesting clients and ensuring they have an amazing experience? Do you have a natural smile and a desire to help? Do you want to be in a position that makes a difference to both clients and co-workers? If so, you may be the right person to join our fantastic company on our journey to success! The right candidate will jump into every day with purpose and a relentless drive for improvement and growth.

We're hiring a skilled tax professional to help clients prepare and file all required tax returns, educate our business and individual clients on ways to minimize their tax liabilities and advise them on how to save more in the future. Applicants should have a detailed understanding of personal and business tax regulations at all levels of the government, be a strong communicator who can simplify complex tax information and provide excellent customer service. If you pride yourself on a high level of accuracy in your work and love helping people, please apply today!

My duties and responsibilities in this position are:

1. Help our clients.
2. Prepare personal, corporate and partnership income tax returns.
3. Manage tax preparation workflow and client deliverables.
4. Handle routine client questions and work with clients to obtain necessary information.
5. Conduct tax research for unusual situations and respond to IRS notices independently.
6. Assist with training of teammates with software & support in tax issues.
7. Perform complex financial analysis and budget preparation.
8. Communicate client service improvement and business growth opportunity ideas.
9. Assist with development and growth strategies.

The following experience is needed for this position:

1. 4+ years of business and individual tax preparation and public accounting experience
2. Bachelor's degree in accounting (or equivalent work experience)
3. Detailed understanding of business tax regulations at all levels of the gov't.
4. CPA or EA license (preferred)
5. Experience with accounting software including QuickBooks, Ultra Tax (preferred) or similar software.

Competencies needed for this position:

1. Must have exceptional customer service, communication, problem-solving and time management skills.
2. Have detailed knowledge of partnership & corporate tax laws with ability to train other staff members.
3. Must be able to work in group settings.
4. Must be analytical and detail-oriented.
5. Ability to effectively interact with personnel at all organization levels