



We're Hiring a Senior Tax Associate!

Job Overview:

We are NOT your typical Accounting Firm... this is a fun team dedicated to balancing the needs of our clients and our employees for sustainable and successful business!

Do you want to be part of a client-oriented accounting team? Are you ready for the challenges of working within a fast-evolving vertical within a close-knit, high-functioning department?

Indiva Advisors is committed to delivering quality in assurance, tax and advisory services. We are seeking an experienced, curious, analytical, data geek who will play an important role in our expanding team of financial professionals. The Position can be done remotely and includes a generous Employee Value Proposition (comprehensive benefits package, support for flexible work, generous PTO, Paid Holidays, and support for work/life balance as you define it.) We are inclusive and team-oriented while remaining focused on goals.

POSITION DESCRIPTION

The Senior Tax Audit Associate will assist in the preparation of corporate, partnership and individual tax returns, keeping clients or employers in compliance with Internal Revenue Service regulations. Responsible to keep clients' tax liability to a minimum through the use of appropriate adjustments and deductions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform routine tax engagement procedures in a timely and professional manner
- Demonstrate ability to recognize problems and propose sensible solutions with appropriate balance between clients' needs and the firm's risk
- Balance assigned workload between self and staff
- Meet assigned deadlines or budgets and provide advance warning of problems
- Show ability to supervise and train other professionals
- Be willing to travel to serve clients
- Ensure clients comply with IRS regulations and meet their state and federal tax obligations.
- Analyze and minimize tax liabilities by implementing tax reduction strategies.
- Review financial records, income statements, and expenditures.

Email resume to: people@indivaadvisors.com or call us at (833)880-0420

- Prepare and file tax returns and work papers for companies, partnerships, and individuals.
- Research tax issues and assist with tax audits.
- Consult with clients, reviewing their tax information, and responding to questions and concerns.
- Maintaining accurate and up-to-date client records.
- Capacity to work up to 60 billable hours weekly during peak filing seasons.
- Ability to work independently and effectively as part of a fast-paced team.

REQUIRED EDUCATION AND EXPERIENCE

- 4 – 6 years experience in a public accounting firm or related experience
- Bachelor's degree in Accounting or related field; Master of Tax preferred
- CPA or CPA candidate
- Experience using tax preparation software and applications.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Excellent financial aptitude, with the ability to perform complex calculations when preparing taxes.
- Advanced computer skills on MS Office, tax software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and tax principles, practices, standards, laws and regulations
- Accuracy, Timeliness, Attention to Detail, Organization, Multitask, Verbal and Written Communication, Team Player, Interpersonal Skills, Leadership, Collaboration, Analysis
- Must demonstrate sound decision-making skills
- Self-motivated/directed
- Must be able to interact with varied individuals of all professional levels
- Professional, organized and responsible
- Excellent communication skills
- Must be able to meet strict deadlines and work under pressure
- Ability to prioritize and manage time efficiently.
- Strong analytical and problem-solving skills.
- Excellent accounting skills.
- Good customer service skills.

PHYSICAL DEMANDS

- This is a sedentary position. Requires the ability to sit for long periods of time in an office setting using keyboard, computer and phone equipment.