

CARTER, PC

TAX STAFF – JOB DESCRIPTION

TERM: Anticipated to begin approximately 4th quarter 2020 and to continue indefinitely.

PER WEEK: Typically 40-45 hours per week. Expect an extra 7-10 hours during peaks leading up to major tax deadlines. Our office opens at 8:30 and closes at 5:30; however, work hours may shift around this schedule as necessary and as approved.

PAY: Salary, paid semi-monthly.

REVIEWER: Tax Directors, Gene AuBuchon, Tracy Cope, Rufus Dollar

DIRECT REPORT: Tax Managers

DUTIES:

- Responsible for completion of tax returns under supervision.
- Communicate with tax seniors, tax managers, and tax directors on status of returns/projects.
- Communicate with clients on tax return status via email, phone, and face-to-face meetings.
- Assist with tax research and consulting projects.
- Participate in the firm's ongoing continuing education and training programs.
- Remain current with federal and state tax law changes.
- Become familiar with the firm's practices and policies.

EDUCATION/CREDENTIALS REQUIRED:

- Completion of undergraduate degree in Accounting (on track for or having completed Master of Accountancy or Master of Business Administration preferred).
- Must be actively working towards CPA certification, if not already obtained.

PERSONAL SKILLS REQUIRED:

- Excellent project management and ability to multitask and complete assignments within time constraints.
- Strong interpersonal, oral, and written communication skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, integrity, and trustworthiness combined with a cooperative attitude.
- High motivation for self-starting.

TECHNICAL SKILLS REQUIRED:

- Working proficiency with Microsoft Word and Excel
- Working proficiency with Windows 10

LOCATION: Asheville-based. Candidate will have an available workspace in our Asheville office, and will be required to attend in-person primarily during training phases, peak work times, and group meetings. Working remotely is available with a broadband Internet connection.

TRAVEL: Little to none anticipated

ABOUT CARTER PC: Carter PC is a mid-sized regional accounting firm serving Western North Carolina providing attest, tax, and accounting services to privately held companies, individuals, governmental entities, and nonprofit organizations. We have offices in Asheville and Charlotte. Our directors and managers include alumni from large and super-regional accounting firms including Deloitte, Grant Thornton, and DHG.

COMMENTS/NOTES:

For more information contact Rob Carter at 828-259-9900 or rob.carter@carter-cpa.com