AKOUNTUS

SENIOR TAX ACCOUNTANT
JOB DESCRIPTION

We are a small business, tax, and accounting consulting firm in the Greenway Plaza area and are seeking to fill a part-time senior tax accountant position from 9-2, equaling 25 hours per week, plus some hours on weekends when deadlines come around. Candidates should have the desire and skills necessary to get the job done. Seeking A+ candidates that want to grow with a great firm and are concerned about and motivated to grow in their accounting career.

Akountus is the perfect place for anyone wanting to work closely with clients, individuals and businesses alike, to help them address and resolve many of their most complicated tax, accounting, and financial issues and goals therein. Because we are a growing firm, our size in clientele and staff is expanding every year to meet the market demands for our services. Everyone's job here is important, bearing the responsibility of a variety of challenging and fulfilling work; no one here does just 'one thing,' making for a most interesting exposure of work at the end of the day. Moreover, we hold ourselves to very high work and ethical standards so that excellence in our products and services is delivered.

Duties include preparation and or review of bank reconciliations, month-end close and general ledger work, booking various journal entries, performing account reconciliations, preparing financial statements and other monthly reporting, and tax return preparation (for individuals, corporations, property renditions, etc).

The candidates must possess prerequisites as follows:

- Candidates should have their Bachelor's degree in Accounting (not an online degree) and possess 3 plus years of general accounting and tax experience;
- Must have a good working knowledge of accounting and tax;
- Must have a good memory;
- Candidates should keep excellent health to handle various deadlines and projects;
- Must be organized;
- Candidates should be analytical, sharp, self motivated, possessing integrity/honesty and initiative, as well as excellent grammatical skills;
- It is preferable that candidates are pursuing future CPA certification or MBA;
- Tax knowledge in business and individual income tax;
- Accounting background to understand the financial information and be able to make book/tax adjusting entries;
- Software skills to use Lacerte and QuickBooks;
- Must be comfortable with and willing to take responsibility and ownership of deadlines and the associated processes;
- Proficiency in Microsoft Office Word and Excel;
- Eye for detail and a high regard for quality;
- Ability to multi-task and work quickly;

- Work well with others;
- Open to learning new things and take direction well;
- Coordinate with firm Management on client open items;
- Coordinate follow-up with clients regarding the open items on a weekly basis;
- Ability to properly maneuver through Windows network environment and obtain data from networked directories to retrieve client data and send to clients when needed;
- Analyze and update various inventories of accounting client data on a weekly and monthly basis;
- Good organization and time management skills;
- Enthusiasm for getting things done;
- Professional and friendly communications skills for oral, written, and face-to-face interaction with clients; and
- Professional appearance in dress attire.

All résumés should be emailed to info @akountus.com – no faxed résumés will be accepted.