



**Job Title:** Tax Preparer/Staff Accountant

**Job Status:** Full-Time

### **Position Summary**

With continued growth, our small-sized accounting firm located in Edina, MN is hiring a Tax Preparer/Staff Accountant! We are a small office with a family feel, flexible schedule, and fun atmosphere looking to find someone who is excited about career growth. A qualified candidate should have a basic knowledge and skills necessary to prepare/review tax returns and work on other tax/accounting projects. We offer a competitive salary based on experience and qualifications.

### **Essential Functions**

Prepare a variety of complex tax returns, including individuals, pass-through entities, trusts, and nonprofits  
Review a variety of simple tax return, including individuals, pass-through entities, trusts, and nonprofits  
Tax planning  
Quarterly estimate calculations  
IRS/state notice responses  
Tax research  
Assist in the preparation of financial statements  
Organizing financial information, enter data, and interpret the results of that data  
Able to manage deadlines under minimal supervision  
Other functions as needed

### **Education**

Bachelor's Degree in Accounting or Taxation

### **Experience**

3+ years of experience in tax preparation  
CPA or EA preferred  
UltraTax, QuickBooks, Microsoft Office experience preferred

### **Benefits**

Health Insurance  
Flexible schedule  
Paid time off  
"Brain break" day off of your choice during tax season

### **Skills and Abilities**

Strong attention to detail  
Strong written and verbal communication skills  
Critical thinking and problem solving skills  
A desire to learn  
Timely and organized  
Willing to do multiple tasks outside of tax preparation  
Enjoy a small, growing office  
Must be willing to work additional hours between January - April and as needed