



Tax Preparer/Staff Accountant – Full-time Position

Are you a self-starter? Do you describe yourself as ambitious? Are you a team player—who also happens to be great with numbers??

If you answered “yes” to all of the above, we’ve got just the job for you! We’re seeking a highly driven person to join our small accounting firm, Wood CPA, as a full-time Tax Preparer/Staff Accountant. Established almost four years ago, our firm is experiencing *rapid* growth.

What does that mean for you? It means **unlimited potential** for our employees as our firm continues to expand. If you’re looking for more responsibility and more variety than what most larger firms can offer, while utilizing the same technology, then this is the place for you.

The right candidate will be ready to wear many hats as the business grows, and can count on having a refreshing amount of variety and excitement in their work day. If you’re excited to join the crew of a small business where growth is the name of the game, then we’re excited to hear from you!

This position is responsible for a wide range of tasks, including:

- Preparing a variety of simple and complex tax returns, including individuals, pass-through entities, trusts, and nonprofits
- Tax planning
- Quarterly estimate calculations
- IRS/state notice responses
- Tax research
- Financial statements preparation assistance
- Organizing financial information
- Developing and maintaining positive relationships with clients
- Other functions as needed

Experience required:

- 4-year accounting degree or equivalent

Experience preferred:

- 1-5 years of experience at a public accounting firm
- CPA license (or working toward it) or EA certification
- Experience using UltraTax, QuickBooks, and Microsoft Office

Benefits:

- On-site fitness center and café
- 15 PTO days per year
- 9 company holidays
- 2 additional employee’s choice holidays
- Family-friendly environment
- Flexibility with hours
- Reasonable tax-season hours (50/week max) with additional earning potential