



Tax Reviewer – Part-time

Are you a self-starter? Do you describe yourself as ambitious, friendly, and highly organized? Are you a dedicated team player—who enjoys the technical aspect of tax??

If you answered “yes” to all of the above, we’ve got just the job for you! We’re seeking a highly technical person to join our small accounting firm, Wood CPA, as a part-time, year-round Tax Reviewer for 20-25 hours/week. We offer competitive pay based on experience (starting at \$35.00/hour) with performance-driven increases.

Established almost five 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 to expand your technical knowledge by providing accurate tax returns and proactive planning advice to clients while utilizing 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 workday. 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 the following tasks:

- Review a variety of tax returns – individuals, pass-through entities, corporations, trusts, and nonprofits
- Assist with tax planning strategies for clients
- Stay up to date with tax law changes at the Federal and State levels
- Respond to IRS/State tax notices
- Communicate directly with clients – phone, virtual, and in-person
- Tax research, as needed

Skills Required:

- Highly organized, self-motivated, and task-driven
- Exceptional attention to detail
- Ability to communicate effectively, timely, and professionally with clients

Experience preferred:

- 2+ years of experience reviewing tax returns in a public accounting firm
- Bachelor’s degree in Accounting
- CPA or EA licensure, or proven equivalent experience/knowledge
- Software experience in Thomson Reuters products – UltraTax, Fixed Assets CS, Planner CS, Onvio

Benefits:

- On-site fitness center and café
- PTO
- Family-friendly environment
- Flexibility with hours