



# Example of Staff Tax Accountant Job Description

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Our company is hiring for a staff tax accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for staff tax accountant

- Enjoy friendships, social activities and team outings that encourage life-long relationship
- Research and document tax positions taken on various tax filings
- Reviews and analyzes state apportionment and allocation work papers
- Gain hands-on experience in either tax or audit and in some cases both
- Work directly with a variety of clients across multiple industries ranging from start-ups and family-run businesses to multi-national corporations
- Enjoy the many perks of a top-notch public accounting firm
- Experience a culture of the #1 Best Places to Work
- Collaborate with peers while forming lasting friendships
- Preparation of complex federal corporate, fiduciary/trust and individual tax income tax and multi-state returns
- Perform clerical office tasks such as data entry, sorting and filing, photocopying and collating, as needed

## Qualifications for staff tax accountant

- An undergraduate degree in accounting or related field and sufficient course work to become a CPA before beginning full-time employment in January 2017
- Outstanding academic performance required, with a minimum of a 3.0 gpa and a 3.2 gpa preferred
- CPA or currently working toward obtaining

## Office

- Must have strong technology skills and be proficient with all aspects of Microsoft Office
- Experience with manufacturing, construction, non-profit and benefit plan audits preferred