Farris, Self & Moore, LLC – Tax Accountant I

- Bachelor’s degree in accounting or relevant field
- Must be detail-oriented and have good organizational skills
- Strong written and verbal communication skills
- Works well in a team environment, as well as independently
- Able to efficiently handle multiple tasks simultaneously, while prioritizing efficiently
- Proficient in Microsoft applications, with an emphasis in Excel
- Will work on a variety of tax projects under the supervision of the Tax Manager, including, but not limited to:
  - Quarterly projections for estimated tax payments
  - Review of financial statements to ensure accuracy prior to preparing tax returns
  - Preparation of federal and state tax returns for businesses and individuals
  - Monthly sales tax returns
  - Update and organize tax department databases
  - Communicate with the IRS and state taxing authorities by responding to notices timely
  - Help coordinate new client roll-in’s – uploading prior year tax information, ensuring compliance with all IRS and state tax authorities, and transfer of data into QuickBooks
  - Assist with IRS and state audits by preparing document information requests
  - Assist in researching various tax- and accounting-related issues as needed
  - Assist in special projects as needed