
JOB VACANCY NOTICE

Position: Senior Tax Accountant

Requirements:

- Bachelor's degree in Accounting or equivalent.
- Understanding of tax regulations and able to do tax research.
- Minimum 4 years tax experience in public accounting and/or private industry.
- Proficient in MS Word, MS Excel, and MS Outlook.
- Must be a self starter and be detailed oriented.
- Excellent written, verbal, and interpersonal skills.
- CPA certification preferred.

Responsibilities:

- Assists the Company and its affiliates in meeting their tax compliance responsibilities which may include income taxes, general excise taxes, and shareholders' state withholding taxes.
- Maintains/updates schedule of tax returns/tax payment due dates and insures that returns/payments are filed in a timely manner.
- Designs and/or maintains systems to produce required tax information.
- Coordinates tax compliance efforts with external accounting firm.
- Researches tax compliance issues as needed.
- Prepares correspondence to shareholders concerning projected federal and state taxable income, related withholdings, and other tax information.
- Maintains state apportionment factors.
- Performs other tasks as assigned.

Qualified applicants should email your resume and salary requirements to hr@jamescampbell.com.