



Senior Tax Associate - Part-time (10 - 20 hours/week starting) Largo/Upper Marlboro, MD - based accounting services company seeks talented, dependable professionals to perform taxation and administrative functions. This position is NOT a telecommuting position.

FLSA: Non- Exempt position (hourly). Work hours are Monday thru Friday (between 9:30a-6:00p) and Saturdays (9:00am-2:00p) Overtime evening or weekend work may be required during heavy work periods.

Responsibilities include:

ADMINISTRATIVE:

- Respond to client inquiries
- Complete tax quotes
- File Maintenance & Filing
- Document Scanning
- Other special projects as needed

ACCOUNTING SUPPORT:

- Plan, review, analyze, and prepare tax data and reports to ensure compliance
- Prepare Quarterly Tax Estimates
- Research tax topics and assist Enrolled Agent
- Complete forms 1040 & schedules A, E, D and some C

REQUIREMENTS:

- Minimum of 3 years progressive tax experience.
- Experience preparing forms 1040, 940, 941
- Intermediate proficiency in Microsoft Excel.
- Proficient in MS Office, Google Systems, and Adobe.
- Must be accurate & organized; meet deadlines; be detailed oriented with strong analytical skills.
- Must be a Self Starter with initiative
- Team player with ability to work independently.

Skills Needed:

- Knowledge of IRS Circular 230
- High School Diploma or equivalent preferred; college degree is a plus
- Knowledge of office management systems and procedures
- Microsoft Office proficiency
- Outstanding Organization and time management skills
- Ability to multitask and prioritize daily workload
- Excellent verbal and communication skills
- Discretion and Confidentiality
- Successful passage of Background check



Work Environment and Physical Requirements:

Standard office environment- sitting, walking, standing- with use of information technology may apply such as cell phones, email, keyboarding, and reporting software.

Job Type: Part-time

Salary: \$25.00 /hour plus performance and other bonus



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Responsibilities include:

ADMINISTRATIVE:

- Respond to client inquiries
- Complete tax quotes
- Prepare client tax returns in accordance with Circular 230
- Other special projects as needed

ACCOUNTING SUPPORT:

- Research tax topics and assist Enrolled Agent
- Complete forms 1040 & schedules A, E, D and some C

REQUIREMENTS:

- Minimum of 1-3 years progressive tax experience.
- Experience preparing forms 1040, 940, 941
- Intermediate proficiency in Microsoft Excel.
- Proficient in MS Office, Google Systems, and Adobe.
- Must be accurate & organized; meet deadlines; be detailed oriented with strong analytical skills.
- Must be a Self Starter with initiative
- Team player with ability to work independently.

Skills Needed:

- Knowledge of IRS Circular 230
- High School Diploma or equivalent preferred; college degree is a plus
- Microsoft Office proficiency
- Outstanding Organization and time management skills
- Excellent verbal and communication skills
- Discretion and Confidentiality
- Successful passage of Background check

Work Environment and Physical Requirements:

Standard office environment- sitting, walking, standing- with use of information technology may apply such as cell phones, email, keyboarding, and reporting software.

Job Type: Part-time

Salary: \$17.00 /hour plus performance and other bonus

