

Title: Senior Accountant
Department: Tax
Reports to: Tax Supervising Senior
FLSA Status: Full time, Non-Exempt
Date Revised: June 2011

Summary:

Senior Accountants perform most work assigned with a minimum of assistance. They often lead one or more assistants, instruct them in work to be performed, review the work done, and direct necessary revisions. Seniors are required to make decisions on all but the most unusual accounting and auditing matters.

Essential Functions:

1. Performs diversified tax assignments under the direction of supervisor, manager or partner.
2. Demonstrates competency in technical skills, work quality, and application of professional and Firm standards.
3. Meets time constraints and client deadlines.
4. Participates in planning and scheduling client engagements.
5. Directs and instructs assistants, where applicable, in work to be performed and working paper review.
6. Prepares/review multi-state income tax returns, apportionment reviews,
7. Strong multi state income tax knowledge,
8. Suggests client tax planning ideas to supervisor, manager, or Partner.
9. Prepares routine correspondence to client for approval and signature of a Partner.
10. Technical research on specific tax matters, including writing of technical memo or letters.
11. Proactively takes ownership of projects, seeing them through to ultimate completion & delivery to client.
12. Performs the broadest range of accountant tasks so that direct participation of supervisors, managers, or Partners is kept to a minimum.

Nonessential Functions:

1. Prepares other reports, projects and duties as may be assigned.
2. Punctually enters time and expenses daily to support efficient billing processes.
3. Begins to develop referral sources, which may include involvement in community, business and professional organizations.
4. Increasingly builds knowledge base of the Firm's industry lines and service offerings
5. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:

1. Proficiency in use of computers and computer accounting and tax software programs.
2. Well-rounded knowledge of accounting principles and personal income taxes.
3. Ability to organize work and projects, prioritize and meet deadlines, and to complete work in an efficient and accurate manner.
4. Ability to reason and effectively multi-task.

Supervisory Responsibilities:

1. Supervises staff accountants and assistants with assignments, instructs them in work to be performed, reviews work done and directs necessary revisions.
2. Proactively shares knowledge and takes ownership of developing people.

Working Conditions:

1. Frequent same day travel for work at clients' offices, meetings, and seminars using a personal vehicle.
2. Occasional out-of-town travel with overnight stay for work at clients, meetings, or seminars using a personal vehicle.
3. Occasional overtime work required throughout the year. Overtime work required from January 1 to April 15, may be in excess of 55 hours per week.
4. Minimal Hazards. General office working conditions.

Minimum Qualifications:

1. At least three (3) years experience in public accounting, demonstrating a progression in complexity of auditing and accounting tasks and tax knowledge to include income tax, helpful to have experience with multi-state.
2. Bachelor's degree in accounting, or Master's degree in accounting or JD.
3. Minimum of forty (40) hours of continuing professional education is required each year.
4. Either hold a current and valid CPA's license, or be working toward obtaining the license by taking and passing the applicable state CPA exam.
5. If licensed, should be a member in good standing with the AICPA.

Success Factors:

1. Ability to communicate clearly and concisely in English.
2. Explore various industries area working towards developing an area of specialization or niche practice
3. Proactively seeks knowledge, new task and increased responsibilities.

This job description does not list all the duties of the job. You may be asked by Partners, Managers or peers to perform, or assist in performing, other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Date: December 20, 2011

Employee's Signature: _____

Employee's Printed Name: _____