

Opportunity to join a growing, dynamic CPA firm with offices in Timonium and Upper Marlboro, Maryland. Flexible, fun and creative working environment. Opportunity for growth and independent working schedule.

Tax Accountant Job Responsibilities:

- Preparation and/or review of tax returns for individuals, corporate, estates and trusts and gift tax returns. Multi-state preparation and/or review.
- Tax planning for corporate and individual clients.
- Overseeing and supervising bookkeeping/accounting services, such as:
 - Ensures the integrity of accounting information by recording, verifying, consolidating and entering transactions.
 - Prepares and records asset, liability, revenue and expenses entries by compiling and analyzing account information.
 - Maintains and balances subsidiary accounts by verifying, allocating, posting and reconciling transactions and resolving discrepancies.
 - Maintains general ledger by transferring subsidiary accounts, preparing a trial balance and reconciling entries.
 - Summarizes financial status by collecting information and preparing balance sheet, profit and loss and other statements.
- Prepare and maintain workpapers to support financial statements and tax returns.
- Analyze financial statements, looking for trends and analysis of results.
- Contribute to team effort by accomplishing related results as needed.
- Communicating with clients to ensure that all of their needs are understood and addressed.

Work Hours & Benefits:

Full time hours available. Flexibility to work in office and/or at home, as well as dictated by schedule, work load and office needs. Great benefits to include medical, dental and vision insurance, as well as company sponsored 401k retirement plan, health savings account, paid time off and other benefits, if eligible, based on full or part time status.

Qualifications/Skills:

- Analytical skills
- Dealing with complexity
- Research skills
- Attention to detail/organization
- Confidentiality
- Communication
- Training and supervising, as needed
- Deadline oriented
- Ability to multi-task and handle multiple clients/situations simultaneously
- Ability to work independently

Education, Experience and Licensing Requirements:

- Minimum 3-5 years' experience with tax return preparation and knowledge.
- Bachelor's degree in accounting
- CPA is a plus, but not required
- Experience in working with multiple legal entities under different legal tax structures and industries
- Experience with QuickBooks required
- Proficient in Word, Excel, Outlook and Adobe

Please send resumes to janet@mattingly-cpa.com