

Tax Senior Job Description

Basics

- ▲ Must be an active CPA or EA with 3-5 years tax experience (business consulting a plus) working in a public accounting firm environment.
- ▲ Must have at least a Bachelor's degree.
- ▲ \$80,000 to \$100,000 total compensation. Bonuses, if offered, are considered in addition to total compensation.
- ▲ Bonuses, based on billables and efficiency (including qualitative intangibles).

Job Duties

You will be working directly with a Tax Manager or Partner. Your duties include-

- ▲ Calculating salary and tax projections, and entering shareholder payroll, and reviewing salary and tax projections with clients,
- ▲ Preparing tax returns, tracking down missing information,
- ▲ Reviewing tax returns for Tax Associates, Tax Managers and Partners,
- ▲ Reviewing tax returns with clients, signing tax returns, and representing the firm and the public accounting community with integrity,
- ▲ Resolving tax notices and other issues,
- ▲ Researching complex or unusual tax questions, and drafting memos and conclusions,
- ▲ Providing onboarding calls to new clients, and promoting new ideas and business solutions to existing clients and prospective clients,
- ▲ Answering client phone calls and emails,
- ▲ Filing and organizing electronic documents,
- ▲ Training and leading fellow employees,
- ▲ Helping to keep the workflow moving,
- ▲ Performing office chores such as emptying dishwasher and basic tidying up (we have daily janitorial service too), and
- ▲ Other tasks related to accounting, taxes and consultation.

All salaried positions must work 2,000 hours annually.

Requirements for Promotion to Tax Manager

- ▲ Refer to Tax Manager job description.
- ▲ Prefer employee to be employed with WCG for 48 months, and as a Tax Senior for 24 months.
- ▲ Must have a 10% error rate* or less on payroll spreadsheets, tax projection worksheets, prepared tax returns and reviewed tax returns.

* Error rate is defined as any error or a departure from firm policies and procedures on payroll spreadsheets, tax projection worksheets, prepared tax returns and reviewed tax returns that materially alters the results. This is a binary assessment where each work product will be either deemed free of errors or containing at least one error.

How to Apply

Please visit our website for current openings, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

wcginc.com/jobs