

Tax Supervisor

Gerety & Associates CPAs is a certified public accounting firm specializing in income tax planning for businesses and high net worth individuals with an emphasis in the areas of estate and trust taxation. Our firm is currently seeking a high energy, positive individual to join our team as a Tax Supervisor. Gerety & Associates CPAs is an equal opportunity employer that values all team members and offers a competitive salary and benefits package including health insurance, 401(k) match, generous PTO hours, paid continuing professional education and paid time for participation in community involvement events. Our firm offers an enjoyable work environment and believes in and respects work-life balance for our team.

General Summary of Position:

Tax Supervisors are responsible for the preparation and review of income tax returns for various entity types and industries, calculating estimated tax payments, the general oversight of other team members and assisting with client management. Tax Supervisors should function with minimal supervision and increased focus is placed on supervising and mentoring staff, independent problem solving and strengthening and developing client relationships.

Essential Responsibilities:

- Review a broad range of individual, corporate, trust and other entity tax returns
- Prepare tax returns as needed, including those with a high degree of complexity
- Supervise staff during assigned projects to ensure firm quality standards are met
- Keep abreast of current trends, issues, laws, and practices in the tax field
- Communicate directly with taxing authorities on behalf of clients
- Prepare complex tax planning and projections
- Consult with clients on business and tax related issues
- Participate in networking and business development opportunities
- Participate in staff development initiatives and firm sponsored training
- Mentor associates as they navigate their career paths

Knowledge and Skills Required:

- Bachelor's degree in Accounting
- Either hold a current and valid CPA or EA license or working toward obtaining one
- 4+ years of relevant tax experience in public accounting
- Masters of Accounting a plus
- Experience in review, research and tax planning with an understanding of income tax laws and regulations
- Ability to research and resolve government correspondences and assessments
- Positive attitude, strong work ethic and high integrity
- Working knowledge of tax and accounting software and Microsoft Office products including Outlook, Word, and Excel
- Strong organizational skills, including the ability to manage several projects simultaneously and complete tasks in a timely manner
- Able to communicate effectively, both orally and in writing

Firm Benefits:

Competitive compensation and benefits including health, vision, dental, life, short-term & long-term disability insurance, flexible spending account, & employer 401(k) match.

Please submit resume to hr@geretycpa.com.