



## Tax and Accounting Advisor

### **BENEFITS:**

1. Competitive salary based on experience
2. Annual bonuses based on productivity
3. Work 1940 hours the entire year (work hard during tax season and then build your own flexible schedule the rest of the year)
4. 6% Employer 401(k) match after 1 year
5. Health Insurance Reimbursement Arrangement

**OBJECTIVE:** Our growing firm will grow you quickly into an experienced tax and accounting professional. You will perform day-to-day tax, bookkeeping, and advisory services while working as a business liaison with clients. You will handle tax engagements through reviewing client data, understanding legislative updates and preparing/reviewing client tax returns. You will support the Firm's goals and values through all professional communications and through strong working relationships.

### **CLIENT SERVICE**

1. Work on various tax returns (individuals, trusts, partnerships, corporations, and non-profit returns).
2. Prepare and review tax returns and client data following the Firm policies and procedures.
3. Prepare and/or review accounting data and financial statements.
4. Identify and research tax questions, including tax savings opportunities
5. Become familiar with the Firm's policies, procedures, manuals, forms and relevant software.
6. Assist other team members with client management such as gathering tax information, research of tax problems, recommendations for business and process improvement.
7. Continue developing job knowledge of client operations, processes, business objectives as well as federal and state tax issues.
8. Direct communication with clients.
9. Other duties as assigned.

### **PEOPLE MANAGEMENT**

1. Responsible for supervising and training less experienced Staff or Senior Accountants.
2. Act as a mentor to entry level Staff and/or Accountants on an informal basis.

### **Minimum Qualifications**

1. Bachelor's or master's degree
2. Solid technical accounting knowledge
3. Experience with Microsoft Office Suite
4. Computer savvy; embrace and learn new technology with ease

### **About Schaaf CPA Group, LLC**

Our firm is looking for GREAT people to help us love our clients.

We focus on serving Hamilton County Indiana businesses and individuals with their tax and accounting needs, but have clients all over the world. We love those we serve by maintaining cutting-edge tax knowledge and providing world-class service and attention to personal service. We do accounting and tax preparation the right way for our clients and our clients love us in return.

Job Types: Full-time

Schedule: Monday to Friday with Saturdays during tax season (Feb - April)

Work Location: One location