

# Senior Tax Accountant McCall Scanlon & Tice, LLC

Kittanning, PA (Armstrong County)

Full Time

Experience: 3-5 years



## **Job Summary**

We are a two-office CPA firm looking for a self-starter to join our team in our Kittanning, PA office. This candidate should have strong analytical skills, be able to multi-task and develop ideas based on creative thinking.

The senior tax accountant will be responsible for preparing federal and state tax returns of individuals and businesses as well as accounting, write-up, bookkeeping and financial statement preparation.

## **Primary Responsibilities**

Prepare individual income tax returns, trust, corporate, partnership, and S-Corp income tax returns. Prepare schedules and analysis in support of annual compilations and reviews. Ensure accounting records are kept in compliance with accounting policies and procedures. Investigate and resolve accounting discrepancies and irregularities. Update and maintain QuickBooks and depreciation schedules for a variety of clients. Ensure accurate, timely and appropriate recording of financial information. Adept at meeting client requests with minimal supervision. Ability to work additional hours as necessary to meet client requirements.

## **Qualifications**

Effective verbal, written and interpersonal communication skills, along with strong analytical and organizational skills. Detail focused and driven to achieve high standards. Comprehensive knowledge of Microsoft Office Word, Excel & Outlook. Knowledge of ProSystem fx Tax, ProSystem Engagement and QuickBooks is a plus.

Bachelor's Degree in Business Administration, Accounting or a related field. Minimum of 3 years current experience in tax & accounting. CPA a plus.

Qualified candidates please forward resume with salary requirement to [srichards@mstcpas.com](mailto:srichards@mstcpas.com) with "Senior Tax Accountant – KT" in the subject line. No phone calls or third party recruiters please.