

Tax Senior

Griffing & Company, P.C.

Public Accounting and Consulting Firm

Salary: Compensation is negotiable (based upon experience)

Job Type: Full-time, Hybrid

Includes: Competitive Salary, Bonuses, Benefits, and Work/Life Balance

Location: Sugar Land, TX

Experience: 4 years

Education Level: Bachelor's Degree or higher & CPA license (required)

Company Overview and Office Culture

Griffing & Company, P.C. is an established, full service, CPA firm in Sugar Land. We boast the delivery of exceptional client service while maintaining the highest standards of professionalism in all our engagements. Our office cultivates a culture of all around excellence and well-being for our clients and team members. We cherish a close-knit “family” environment that values each individual and encourages skill development to achieve career aspirations. Working collaboratively in a welcoming and relaxed atmosphere, we tackle dynamic challenges to effectively serve the needs of our clients that are primarily located in the Houston metroplex.

Position Overview

We are seeking an individual motivated to join our team as a senior experienced in tax preparation and review. This position is important to our ongoing efforts to achieve new heights of excellence. **This is not an entry level position**; a minimum of 4 years of experience is required. Prior tax experience within a small to mid-size CPA firm is advantageous.

Essential Duties and Responsibilities

- **Review and Prepare Comprehensive Tax Returns:** Review and prepare a wide range of tax returns, including federal and state individual, corporate, partnership, fiduciary, gift, and non-profit filings
- **Conduct Tax Research:** Research evolving tax laws and regulations to address and resolve multifaceted tax challenges effectively
- **Prepare and Review Tax Planning Engagements:** Develop comprehensive tax planning strategies to present in client meetings, providing tailored guidance to meet the client's financial goals
- **Advocate for Clients in IRS Matters:** Represent clients in dealings with the IRS, managing and resolving tax disputes, audits, and compliance issues
- **Training and Supervision:** Provide strategic guidance in managing project workflows and team performance
- **Client Billing and Collections:** Manage client billing and collections ensuring timely and accurate invoicing and follow-up
- **Client Relationship Management:** Cultivate strong and positive relationships with clients while serving as a key point of contact and ensuring client satisfaction
- **Marketing and Business Development:** Actively engaging in firm marketing initiatives and client acquisition efforts

Qualifications

- CPA
- Ability to collaborate effectively with colleagues and clients
- 4 years of recent Public Accounting firm experience and diverse tax experience
- Critical thinking and ability to multitask
- Working knowledge of quickbooks
- PC proficient
- Knowledge of CCH Prosystems software is a plus
- International tax knowledge is a plus
- Excellent verbal, written, and listening skills

Salary and benefits are negotiable. Please e-mail your resume, salary history, and salary expectations to info@griffing.com.