



Hawkinson, Muchnick & Associates, PC

Certified Public Accountants
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Job Opening

- About Us:** Hawkinson, Muchnick & Associates, PC (HMA) is a local CPA firm in Douglasville, Georgia. With roots dating back to 1981, we are the premier CPA firm in west Georgia. Our office is made up of 7 professionals and one administrative assistant. We specialize in providing tax preparation and tax planning services to closely held businesses and individuals as well as accounting, bookkeeping and consultative services to help our clients prosper. We offer a professional but family atmosphere with a focus on reasonable goals and a sincere work/family balance.
- Job Title:** Senior Tax Accountant
- Duration:** This is a permanent position
- Job Description:** This is a full-time position. Job duties will include preparing and reviewing individual, corporate, and partnership income tax returns as well as managing overall client relationships.
- Requirements:** A qualified applicant will possess the following characteristics:
- Be a licensed CPA in Georgia
 - A minimum of three years of experience in a public accounting performing similar job functions
 - Ability to multi-task, think independently and problem solve in a results driven team oriented environment
 - Strong verbal and written communication skills
 - Strong computer and technical skills including Microsoft Outlook, Excel, and Word as well as Adobe Acrobat Standard.
- Compensation & Benefits:** Compensation will be based on experience and qualifications. Benefits include:
- Paid vacation, sick time, and holidays
 - Medical Insurance
 - Retirement plan with Firm match
 - Healthcare Reimbursement (FSA) account
 - Gym membership reimbursement program