



Hawkinson, Muchnick & Associates, PC

Certified Public Accountants

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Hawkinson, Muchnick & Associates, PC is a local firm specializing in individual and business tax preparation, bookkeeping, and small business consulting. We are seeking a candidate with experience in any of the following areas: tax manager, senior tax accountant, tax associate, senior accountant, and/or senior tax.

Job Title: Tax Manager

Responsibilities Include:

- Managing client relationships, due dates, and workflow
- Reviewing & preparing individual, corporate and partnership tax returns
- Helping clients solve complex tax issues and small business accounting challenges
- Providing exceptional service to current clients and assisting with bringing in new clients

Qualified candidates must:

- Be a licensed CPA in GA
- Possess 4+ years of experience preparing and reviewing complex tax returns for a public accounting firm
- Have experience preparing and reviewing bookkeeping, payroll tax, sales tax, and compilations
- Have a working knowledge of Adobe Acrobat, QuickBooks, Microsoft Excel, Word and Outlook. Experience using UltraTax is a plus.
- Have a professional demeanor with excellent communication skills
- Enjoy working with people and understand the importance of nurturing and building the firm's clientele
- Pass drug and background checks

Benefits for a Tax Manager:

- Competitive salary based on experience and skill set
- Opportunities for professional growth including possible partner track
- Reasonable work goals
- Health Insurance
- Life Insurance
- Retirement plan with employer match
- Paid holidays and PTO

Required experience: Tax review for a public firm: 4 years

Job Type: Full-time

Required license or certification: CPA

Salary: \$80,000.00 to \$125,000.00 /year depending upon experience.