



**Job Title:** Tax Accountant

**Location:** Dedham, MA

**Reports to:** Tax Manager

**Summary:** This position is responsible for accurate and timely preparation of the Company's consolidated federal tax return, federal estimated taxes and extension based upon the collection and analysis of the company financial information. The individual would be responsible for maintaining a detailed tax calendar and summary schedules reflecting the company tax payments, filing deadlines, and audit notices. In addition, the individual would assist with corporate and tax structuring, audits, planning, and special projects. Further, the individual would interface with legal, business practices, finance, and operations staff and external tax advisors to ensure seamless, timely, efficient, and accurate tax compliance and information reporting.

**Responsibilities:**

The Tax Accountant will be responsible for defined work and projects with varying complexity, including the areas of:

**Federal Tax Compliance**

- Prepare all schedule m's for the consolidated federal income tax return.
- Prepare the quarterly estimated federal income tax and extension payments.
- Prepare assigned provision to return adjustments and explain significant variances

**Canadian Tax Compliance**

- Prepare tax withholding payments to Canada Revenue Agency
- Interface with outside Big 4 accounting firm to assist with preparation of all Canadian Corporate, Partnership, and Foreign affiliate reporting

**Tax Accounting**

- Prepare assigned current and deferred income tax provision in accordance with ASC 740
- Prepare and analyze the current and deferred income tax payable roll-forward schedules and reconcile to the tax accounts in the general ledger.
- Perform detailed Balance Sheet Review
- Prepare assigned quarterly and annual GAAP tax footnote disclosure.

**Tax Research, Planning and Special Projects**

- Perform research, analysis, and planning on federal tax issues. Working with the tax director to interpret, draw conclusion, and make recommendation regarding application of tax laws to the company.
- Recommend and implement improvements to the tax processes that result in increased productivity
- Work on special projects, such as Accounting Method Changes, as assigned by the Tax Director.

- Assist management in developing responses to federal audits and tax notices

**Education:** Bachelor's degree in Accounting or Finance required; MST preferred;  
CPA certification required.

**Experience:** 4+ years of experience in Federal tax compliance and tax accounting.

**Required Skills:**

The successful candidate will be task-driven, customer oriented, results driven, and knowledgeable of standard Tax concepts, practices, and procedures, as well as:

- knowledge of GAAP current and deferred taxes;
- proficient in Word, Excel, OneSource or GosystemRS Tax Software, RIA Checkpoint and FAS Fixed Assets;
- ability to identify tax issues and conduct research;
- working knowledge of state income/franchise tax for multi-state filers;
- working knowledge of FIN 48, ASC 740 calculations and structures, including C-Corporations;
- proficient in corporate taxation, consolidated tax returns, and partnership taxation;
- have strong customer service skills, strong organizational skills, solid written and oral communication skills
- ability to handle multiple tasks with emphasis on quality and fast customer service
- ability to multi-task and adapt to shifting priorities
- ability to convey detailed or important instructions or ideas accurately and in a timely manner