Tax Accountant / Tax Preparer

Local trust and estates law firm in Pittsburgh seeking a full-time, experienced tax accountant/tax preparer to assist in tax preparation and estate administration.

Essential functions include:
1. Preparing forms 1040, 1041, PA-40, PA-41, 990-PF, 706, PA inheritance tax returns and possibly returns for other states;
2. Preparing financial statements, reports and/or spreadsheets, as requested;
3. Utilizing tax programs and tax return preparation software;
4. Reviewing fiduciary accounting; and
5. Working with highly confidential client matters.

Education and Experience:
1. BA / BS in business, finance, accounting, economics or related discipline;
2. Advanced degree or CPA license a plus;
3. Minimum of three (3) or more years of professional work (tax preparation) experience required; and
4. Registered tax preparer with active PTIN a plus.

Knowledge, Skills and Abilities:
1. Working and practical knowledge of accepted accounting rules and practices, tax laws and reporting requirements;
2. Excellent written and verbal communication skills;
3. Sound knowledge of Microsoft Office programs, including Excel and Word;
4. ProSystems software experience a plus;
5. Demonstrated analytical abilities, including problem solving and decision making;
6. Ability to multi-task; and
7. Possess strong organizational skills.

Excellent benefits and salary commensurate with experience. Qualified candidates should submit resume with salary history/requirements in confidence to kmott@williamscoulson.com

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