



## MURRAY MOYER JOB DESCRIPTION

### SEASONAL TAX ASSOCIATE

#### Job Brief

Murray Moyer is looking for a Seasonal Tax Associate to join its tax preparation team. You will be integrated with our full-time staff preparing simple to complex returns for individuals and small businesses.

#### Job Title

Seasonal Tax Associate

#### Reports To

Director of Operations

#### Responsibilities

- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses;
- Advise against potential tax liabilities;
- Review financial records such as income statements and documentation of expenditures;
- Verify totals on past forms for accuracy;
- Ensure clients do not pay unnecessary taxes;
- Uncover potential deductions and credits;
- Engage with clients as needed to get a thorough picture of financial situation;
- Consult tax law handbooks for especially difficult tax returns;
- Prepare tax returns using electronic filing software;
- Compute taxes owed by following tax code;

#### Requirements

- Experience using Ultra Tax and Quick-books;
- Proven experience in technical tax competencies on individual, corporation, s-corporation and partnership matters;
- Ability to work with staff and management collaboratively in a team-oriented environment;
- Has a history of building relationships with clients and colleagues;
- 2+ years experience preparing and reviewing tax returns;
- Proven track record of solving practical problems and dealing with a variety of variables;
- Proven ability to handle a high-volume workload at a high level of efficiency;
- High proficiency with accounting and office software applications;
- Possesses an unquestionable level of integrity and respects quality assurance requirements;

#### About Murray Moyer

Murray Moyer is a tax resolution, tax preparation and bookkeeping firm owned and operated in the state of North Carolina. We approach every client relationship with the understanding that complex tax matters can impact any individual and that no business is immune to challenging economic times. Our CPAs work in conjunction with our tax attorneys to offer tax preparation services for individuals and businesses.

Interested applicants should send an e-mail to [admin@murraymoyer.com](mailto:admin@murraymoyer.com). E-mail should include the position you're interested in, desired start/end date, goals/activities you want to achieve and your resume.