



MURRAY MOYER JOB DESCRIPTION

TAX REPRESENTATIVE

Job Brief

Murray Moyer is looking for an experienced Tax Representative to join its tax resolution department, and to deliver quality tax controversy services that will increase the firm's reputation. You will serve as a trusted advisor to our clients by meeting all relevant deadlines and working towards the most advantageous tax outcome.

Job Title

Tax Representative

Reports To

Director of Operations

Responsibilities

- Integrate with our team of attorneys and tax specialists to optimize tax conflicts on behalf of our clients
- Represent clients before IRS and NCDOR agents
- Deliver a full range of tax services in compliance with laws and regulations within applicable timeframes
- Build relationships and interact with clients to provide excellent planning, consulting and expertise
- Identify and mitigate tax risks, manage tax provision and tax compliance processes
- Help manage and coordinate a full spectrum of client needs, including audit support, bookkeeping, and outdated tax return filings

Requirements

- Current JD, CPA or EA license holder
- Work experience as a tax representative, or in a related capacity interfacing with tax authorities
- Excellent knowledge of tax accounting, tax compliance and all types of tax returns and procedures
- Knowledge of tax software and MS Office
- Good at meeting deadlines and solving problems
- Exceptional client service along with the ability to develop excellent client relationships
- Strong leadership and personnel management skills
- Analytical skills with detail orientation
- BA in Accounting and/or MA in Taxation or applicable experience equivalent

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. E-mail should include the position you're interested in, desired start/end date, goals/activities you want to achieve and your resume.