

MURRAY MOYER JOB DESCRIPTION

ACCOUNTANT

Job Brief

Murray Moyer is looking for an Accountant to support the production of its tax preparation department, and to deliver quality tax services that will increase the firm's reputation. You will serve as a trusted business advisor to our clients aiming at maintaining proactive communication and meeting all relevant deadlines.

Job Title

Accountant

Reports To

Tax Manager

Responsibilities

- Preparing personal and business tax returns, both current and prior years
- Liaising with clients and internal team members
- 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
- Conduct tax planning and tax strategy meetings with clients
- Utilize the firm's suite of software products in coordination with your role, including emerging AI technologies
- Communicate and build relationships with current or prospect clients
- Communicate in an effective and timely manner with all team members

Requirements

- Current CPA or EA license
- Proven work experience as an Accountant, minimum 2 years in tax preparation
- Excellent knowledge of tax accounting, tax compliance and all types of tax returns
- 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
- Analytical skills with detail orientation
- BS in accounting, finance or relevant degree

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.