

## **Pierce Firm, PLLC**

### **Tax Senior Accountant Position**

Pierce Firm, PLLC (Certified Public Accountant – CPA) is located in Fayetteville, Arkansas and is seeking a Tax Accountant to join our growing accounting firm to prepare tax returns for business and individual clients. Employees at our firm have growth and development opportunities. Qualified candidates for the Tax Accountant Position will have a minimum of 1 year of experience and filing individual and/or business taxes in an accounting firm, be self-motivated and organized, and excel in communication and building rapport with clients.

#### Compensation and Benefits:

- Compensation:
  - Base Salary + Discretionary Bonuses – salary range from \$55,000 to \$75,000 based on experience
  - Employee Evaluations and Merit Increases
- Vacation: 3 Weeks of Paid Vacation + 9 Paid Holidays
- Healthcare: Healthcare Allowance for Employee
- Retirement: Employer Match for Employee Contributions up to 3%

#### Responsibilities:

- Completion of individual, business, and non-profit tax returns.
- Manage information flow with clients to ensure information comes in a timely manner.
- Review and confirm the inputs used in federal and state tax returns.
- Prepare tax returns, estimate taxes due or owed, and identify tax savings and strategies to help meet clients' goals.
- Call or draft response letters to the IRS and state, when needed.
- Acquire proper documentation from the client to support tax return calculations. Maintain related info in clients' files.
- Ensure clients receive exceptional service through accuracy, communication, confidentiality, and timely task completion.
- Consistently meet tax, reporting, and filing deadlines throughout the year.
- Resolve or escalate any client issues or challenges to the Tax Manager.
- Complete continuing education requirements and maintain knowledge of federal, state, and local taxes and regulations.
- Communicate with clients via phone and email.
- Become familiar and comply with Pierce Firm's policies, procedures, manuals, forms, and relevant software.

#### Requirements:

- Minimum of 1 Year of Experience in an accounting firm – prefer previous experience as a Tax Senior Accountant, Tax Accountant, Tax Professional, Staff Accountant, Tax Accountant I, or Tax Accountant II
- Strong numeracy skills, detail-oriented, and skilled in meeting deadlines
- Maintain client confidentiality and privacy
- Interact, communicate, and build rapport with the tax team and clients

- Pass a background check and drug-screening
- Positive attitude and excellent written and verbal communication skills
- Thrive in a fast-paced office environment that works individually and as a team
- Tech-savvy: Excel at using a computer, email, Microsoft Excel, and accounting applications
- Problem solving, conflict resolution, and trouble-shooting skills
- Detail-oriented and able to organize, prioritize, focus, and complete tasks

#### About Us:

Pierce Firm, PLLC is a full service certified public accounting firm (CPA), with a wealth of knowledge in tax, auditing, and business services (payroll and bookkeeping). The partners each have over 16 years of accounting experience and the firm has been established in the Northwest Arkansas (NWA) community for more than 5 years.

#### Contact Us:

If you would like to further inquire about the position, please contact Jill Pierce by phone at 479-249-9916 or by email at [jpierce@piercephc.com](mailto:jpierce@piercephc.com).