

ACCOUNTANT
(ACCOUNTING/ADMINISTRATION)

Job Summary: We are looking for an Accountant to primarily handle maintaining tax compliance for our company. The candidate should show an interest in following changes to tax regulations and laws. Excellent time management and attention to detail is also essential. This position will be primarily be responsible for organizing and maintaining tax records as well as registrations and filings by jurisdictions. This position will reports to the Administration Division Manager, or designee.

Essential Functions:

- 1 Gather and review information for sales/use, income and other tax preparation.
- 2 Prepare and submit sales & use tax returns on a regular basis according to applicable due dates.
- 3 Organize and maintain records of tax filings/payments.
- 4 Communicate with external auditors and tax agencies.
- 5 Register for applicable sales/use, withholding, other applicable taxes.
- 6 Prepare monthly estimates for income taxes.
- 7 Research applicable tax requirements by jurisdiction to maintain compliance.
- 8 Identify and suggest tax savings ideas.
- 9 Performs other Accounting duties as may be assigned.

Additional Responsibilities:

- 1 May audit or proof accounting or other reports for clerical accuracy and conformance to company standard procedures.
- 2 May proofread and post operations progress or other reports as requested for supervisor's use in preparing financial statements.
- 3 Work closely with other Accounting members.

Education and Qualifications:

- 1 BS degree in Accounting, Finance or relevant subject.
- 2 At least one year of experience in accounting-related work.
- 3 Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Relevant Skills:

- 1 Working knowledge of accounting practices and accepted office procedures.
- 2 Ability to perform a volume of numerical detail work with speed and accuracy.
- 3 Ability to comprehend and follow complex oral and written instructions and technical and /or legal terminology.
- 4 Ability to prepare financial and other records in a systematic

manner, neatly and legibly.

- 5 Ability to establish and maintain effective working relationships with coworkers, a variety of employees from other divisions and other company workers as required.
- 6 Ability to utilize programs to meet the electronic data transfer needs of the company in effective, efficient manner.
- 7 Keen attention to detail.
- 8 Strong organizational skills.