



Job Title: Tax Support Associate
Supervisor: Manager, Tax & Legal Affairs
Position Type: Salaried/Non-Exempt
Location: Lake Success, NY
Date: 8/31/18

Overview/Job Description:

We are looking for a detail oriented multi-tasker who will provide tax support to our tax accountants and assist in all areas of administration as needed across the Tax & Legal department at Foundation Source. This person should be a quick learner who works well with a team, as well as independently. The ideal candidate is highly motivated, takes initiative, and has the ability to work under pressure and meet tight deadlines in a fast paced environment.

Essential Functions:

- Prepare documents
- Contact charities and the IRS to obtain information
- Track and process various IRS and state filings for more than 1,300 private foundation clients to help ensure state tax compliance
- Update data within tax software
- Work with tax return preparers and reviewers using home-grown software
- Prepare meeting materials
- Provide administrative support including: filing, scanning, mail management, processing expenses, general office reception
- Perform other tasks as directed when the need arises

Required skills and qualifications:

Proficiency in Microsoft Office Suite, in particular Excel and Adobe Acrobat a plus.

Required education:

Bachelor's Degree

Preferred experience:

Administrative support: 1-2 years

Apply method: Email resume and cover letter to:

jhirschhorn@foundationsource.com and careers@foundationsource.com

Due to the volume of resumes received, only candidates selected for a possible interview will be contacted.

We are an equal opportunity employer

About Foundation Source: www.foundationsource.com