Job Title: Tax Accountant
Supervisor: Tax Manager
Position Type: Full Time
Location: Lake Success, NY
Date: 7/1/2019

Overview/Job Description:

We are seeking a tax accountant to be a key player in our Tax & Legal Affairs department. The position requires an ability to analyze financial information, interpret tax rules, and complete work with accuracy and in a timely fashion. Written and oral communication skills are important, as the job requires continual interaction within our close-knit team, with clients, and at times with the IRS.

Job Description:

- Prepare IRS Forms 990-PF and 990-T, annual returns for private foundations
- Calculate extensions and quarterly estimated tax payments
- Research and respond to correspondence and notices received from tax authorities
- Assist with strategic tax planning for our private foundation clients
- Prepare the necessary state tax filings where applicable

Desired Skills and Qualifications:

- Ability to manage and prioritize multiple projects while meeting statutory and internal deadlines
- Strong technical and organizational skills
- Must work well in a team environment as well as independently
- Confidence to identify problems and recommend solutions in a fast-paced environment
- Excellent written and oral communication skills
- The ideal candidate will be highly motivated, detail oriented, and a self-starter
- Knowledge of K-1s preferred
- Mastery of computer and web-based products not limited to MS Word, Excel, Outlook or Exchange, and Internet Explorer
- Experience with GoSystem Tax RS preferred

Required Education and Experience:

- Bachelor's Degree in accounting
- Master's Degree preferred
- Minimum 2 years tax return preparation and tax accounting experience
- GL experience a plus

The company offers a competitive package of salary and excellent benefits in a family friendly, business casual, and fun working environment.

How to Apply: Interested applicants should send a cover letter and resume by **email** to careers@foundationsource.com. Please indicate the position "**Tax Accountant**" in the subject line of the email. No phone calls, please.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.