

## **Senior Accountant**

M J CHAU & ASSOCIATES, PLLC is hiring full-time Senior Accountant.

### **Job Duties:**

1. Prepare and analyze a variety of accounting and financial reports such as Profit & Loss, Balance Sheet, and Statement of Cash Flow;
2. Utilize QuickBooks and Microsoft Excel to adjust journal entries, form trial balances necessary for tax return preparation;
3. Prepare federal and state tax in addition to payroll and sales tax, resolve payroll discrepancies by collecting and analyzing information;
4. Prepare individual tax returns and consult with individual clients regarding family short-term and long-term tax planning or estate plans;
5. Prepare Corporate, Partnership, S-Corps, Trust, Estate and Gift Tax Returns, as well as, International Tax Forms (i.e. FBAR, Form 8992, 5471, FIRPTA, etc.);
6. Research current tax regulations in compliance with IRS, DOR and some lending banks and resolve back taxes from IRS and/or DOR;
7. Prepare work papers and statements to support IRS and state tax audit requests.

### **Job Requirements:**

Master's Degree in Accounting, Finance, or other related field. Must have QuickBooks, UltraTax CS, and Excel skill, international taxation knowledge.

*Any applicant who is interested may submit resume w/code MJSA to: Melody Chau, M J CHAU & ASSOCIATES, PLLC. 5454 Surrey Path, Suite 107., Frisco, TX 75034.*

### **Job Criteria:**

Position Type: Full-Time Permanent

Education Required: Master

### **Contact Information:**

Contact Name: Melody Chau

Company: M J CHAU & ASSOCIATES, PLLC.

City: Frisco

State: TX

Zip: 75034