

Job Description

Tax Administrative Support Professional

Job Title:	Tax Department Administrator	Status:	Full-Time
Responsible To:	Tax Partner & Office Manager	Compensation :	35-45K DOE
Department:	Tax and Administration	Classification:	Full Time Employee

POSITION SUMMARY

Jacobson Jarvis & Co, PLLC is a full-service Seattle certified public accounting firm created in 1991 to focus 100% on the not-for-profit community. We feature innovative techniques, cutting edge technology, enjoyable working conditions, and an emphasis on the quality of life. We are looking for a professional and enthusiastic person who enjoys the challenge of handling multiple tasks and responsibilities. This person must be organized, detail oriented, intrepid, analytical and able to prioritize tasks, plus be able to work independently as well as part of a team.

As part of our team, you will participate in department-wide decision making and direct client service. We are a nontraditional, employee-friendly firm that offers a flexible, challenging environment. Providing the highest quality of service to our clients and quality of life to our employees is our top priority.

QUALIFICATIONS

- BA and 3-5 years progressively responsible experience in administrative field
- Interest in working with nonprofit organizations
- General understanding of basic tax returns and financial statements
- Proficient in Microsoft Office with advanced Excel skills.
- Experience using QuickBooks
- Excellent oral and written communication skills
- Highly flexible and positive in nature, able to manage multiple (or shifting) timelines and priorities
- Ability to use independent judgment and initiative to solve problems and manage projects
- Experience in supporting a leadership team
- QuickBooks or QuickBooks Online certification is a plus
- Previous Tax Preparation Experience is a plus
- Experience using CCH ProSystem Fx Tax software is a plus

Compensation:

DOE Jacobson Jarvis provides competitive compensation, excellent benefits, paid vacation and holidays in a highly desirable work environment.

Jacobson Jarvis is an Equal Opportunity employer.

How to apply:

Send resume and cover letter to careers@jjco.com.