

## **Tax Accountant**

Maintains tax records and prepares tax returns, related schedules, and related reports.

Prepares paperwork for local, state and federal level returns.

Requires a bachelor's degree and 4-6 years of experience in the field or in a related area.

Familiar with a variety of the field's concepts, practices, and procedures.

Relies on experience and judgment to plan and accomplish goals.

Performs a variety of complicated tasks.

Will report to an executive or a manager.

A wide degree of creativity and latitude is expected.