



Job Title: Tax Accountant
Supervisor: Tax Manager
Position Type: Full Time
Location: Lake Success, NY
Date: 3/18/2016

Please email cover letter and resume to: careers@foundationsource.com

Overview/Job Description:

We are seeking an 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.

Essential Functions:

- 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:

- Strong technical and organizational skills
- Ability to manage and prioritize multiple projects while meeting statutory and internal deadlines
- 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 or finance
- Master's Degree preferred
- General and/or Tax Accounting experience

The company offers a competitive package of salary and excellent benefits in a family friendly, business casual, and fun working environment. We are an equal opportunity employer.