



# AddicksCPA firm LLP

Classic Integrity + Personalized Service = Sustainable Growth

**Job Title:** Experienced CPA - Tax Services

**Reports To:** F. Whitfield Addicks, Partner  
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**Job Objective:** The Experienced CPA - Tax Services role is primarily responsible for providing and overseeing tax and advisory services for our clients and is accountable for maintaining on-going client relationships that result in a high-level of value for our clients.

### Job Responsibilities:

- **Client Service**
  - Manage and oversee preparation and/or review of Federal, State, & Local tax returns
  - Client advisory relationship
    - Tax research and planning projects
    - Business planning and analysis
    - Financial Statement presentations
    - Budgeting and cash flow projections
    - Troubleshooting and problem solving
- **Practice Development**
  - Identify and develop additional opportunities to promote Addicks CPA Firm, LLP
  - Provide informational updates to clients on business and tax topics
  - Understand the purpose, values, and ideals for success for the firm and engage in the firm vision process
- **Administrative/Practice Management**
  - Assist partners with practice management and firm administration
  - Strategize and assist implementation of firm accounting technology platform
- **Personal Development/Management**
  - Community involvement
  - Maintain current working knowledge of tax laws and accounting rules
  - Maintain CPE as per state requirements

### Education/Training/Experience:

- Certified Public Accountant with 5+ years experience in public accounting
- Advanced tax, management, and accounting services experience
- Technology experience with integrated tax and accounting software suites and collaborative accounting solutions

### Qualities/skills:

- Detail oriented with excellent follow up skills/enjoys attention to results
- Enjoys client interactions and being part of a fun group
- Motivated team player with positive attitude who accepts and promotes accountability
- Punctual and trustworthy
- Professional and polite appearance and etiquette
- Ability to prioritize and manage workload