



## **Tax Associate**

### **Overview**

Flat Top Accounting Solutions is seeking a Full-Time Tax Associate. If you have an active PTIN, we would love to connect with you! As part of this position, you have the opportunity to work 100% remotely, collaborating with an exceptional team from the comfort of your home or office. The right candidate will have the opportunity to advance in the company with the possibility of overseeing/managing the tax division.

### **Who You Are:**

- As a Tax Associate, you have a minimum of 2 years of experience filing 30 or more federal and state individual (1040) & business (1065, 1120S, 1120, 990) tax returns, using commercial tax preparation software.
- You are passionate about helping clients navigate the complexities of taxation, and you're committed to enhancing our brand by delighting our customers and empowering them in preparing their taxes.
- You possess excellent customer service skills, and you are excited to interact with customers through video and audio tools in a professional, friendly, and confident manner.

### **What You Will Do:**

- In this role, you will help our customers complete their taxes by providing tax advice, full-service return preparation, tax calculations, and managing product/software inquiries.
- You will utilize government websites, professional resources, and team expertise to seek out and deliver the right answer to the customer using everyday language.
- This is a virtual, customer-facing role, so you will use video communication software to interact with customers, and you will document interactions to maintain accurate records.
- You will have the opportunity to participate in a networking group to help generate more tax business.

### **Work Life Flexibility**

Flat Top Accounting Solutions provides team members the ability to be both professionally challenged and with the time year-around to be personally involved with family and friends. Our team also enjoys a fully remote office work environment.

### **Compensation**

Compensation is composed of base pay. Other benefits of working with Flat Top Accounting Solutions are SEP IRA with 3% match, health insurance stipend, technology reimbursement, remote work environment, and collaborating with an awesome team.

### **Apply Confidentially**

If interest in applying for this position, please submit a letter of interest and resume to [ftb@flattopas.com](mailto:ftb@flattopas.com). Be sure to reference the position in the subject section of the email.