



Keiter Stephens is seeking a:

Tax Senior Associate for our **Richmond, VA** office

Responsibilities:

- Determine partnership data regarding ownership and division of profits.
- Investigate the possibility of unrecorded revenues.
- Review basis of inventory valuation.
- Evaluate the propriety of depreciation methods and lives used.
- Inspect securities owned, verify cost, and present values; and review the form in which title is held.
- Prepare time budgets for engagements.
- Meet time constraints and deadlines.
- Supervise and train associates.
- Develop appropriate computer skills including standard office software (word processing, spreadsheets, and time entry), tax preparation software, and financial statement software.
- Perform diversified tax assignments under the direction of a manager and/or principal including preparation of complex tax returns.
- Prepare complicated tax returns and returns on dissolution or liquidation.
- Suggest client tax planning ideas to manager and/or principal, and assist manager and/or principal in tax planning and research.
- Perform other reports, projects, articles and other related duties as required and assigned.

Requirements:

- College graduate with degree in accounting and appropriate professional designation detailed below.
- Hold active CPA license.
- Knowledge of PC accounting software programs. Good technical and analytical skills.
- Three years experience as an associate in a public accounting firm or equivalent work experience.