

Tax Specialist/Accountant Position Available -

Do you have pleasant dreams about ledgers and calculators nightly? Are you not only able to stay awake through lengthy accounting and tax discussions, but are really excited to join in? If you answered yes to these questions, Midwest Financial Group would like to meet with you.

We are a tax & financial planning firm with a philosophy that values the close relationships we develop with clients and coworkers through honesty, fairness, caring and trust. As a company that takes a values-based approach to working with our clients, we honor that in building our relationships with our team members as well. That reflects in our 37.5 hour work week, salaried positions with full benefits package (including group health, dental, vision, disability, life and 401k), our liberal paid-time off policy and encouragement for our staff to grow within the company. Work-life balance is an often used phrased around Midwest Financial Group – as important as it is to provide the best service and support for our clients, we also encourage participation in community and service events and making time for family and loved ones.

As a small company, we are able to provide a flexible work environment with some opportunity to work from the office and remotely. We encourage our staff to work as a team so it is important that we maintain regular contact to grow our relationships with each other. Our common goal is to provide exceptional client service, cultivate sincere client relationships, and deliver wholistic solutions from a team of tax and financial planners, insurance agents, and administrative staff who genuinely enjoy succeeding together and sharing our success with those around us.

We are in search of Tax Specialist/Accountant to provide an advanced level of tax preparation, accounting, bookkeeping, and payroll services for multiple engagements, while delivering the high-quality service and positive relationships our clients have come to expect. Qualified candidates should have a bachelor's degree in accounting, as well as 3-5 years of accounting software experience and exposure to income tax research and preparation. Equivalencies may be considered.

GENERAL ACCOUNTING RESPONSIBILITIES including:

- Monthly bookkeeping
- Monthly payroll reporting and preparation
- Quarterly payroll reporting and preparation
- Sales Tax Reporting
- W-2/1099 preparation
- Preparation of financial statements
- Compile and analyze financial information to prepare adjusting entries to accounts and document business transactions
- Review/analyze revenue entries, expense entries, payroll entries, invoices, and other accounting documents against budgets and other reasonableness criteria
- General office administration responsibilities including record keeping and client service

TAXATION RESPONSIBILITIES including:

- Under the guidance of a CPA, interpret and prepare federal & state income tax returns for individuals and businesses.
- Prepare working papers and tax support.
- Build new and existing client relationships and demonstrate knowledge of client business.
- Perform tax research.
- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.
- Prepare internal memoranda, written correspondence, and other documents regarding letters from the Internal Revenue Service, Department of Revenue, or other such entity (under the review of a CPA)