

# SJLD MANAGEMENT LLC

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## Tax Preparer/Staff Associate - CPA Firm.

### AUSTIN, TX

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Job Title: **Staff Associate** - Tax Preparation

Company: SJLD Mgmt. (Scalco Johnson Leahy & Dudek, CPAs PLLC)

Location: Austin, TX 78735

Job Type: Full-time

Work Location: In person (On-site)

### About SJLD Management (Scalco Johnson Leahy & Dudek, CPAs PLLC):

SJLD is a small CPA firm located in Southwest Austin that provides expert financial and tax services to a diverse clientele. We offer comprehensive health benefits, a competitive compensation package, paid time off, and a collaborative work environment. Our team is committed to maintaining a positive company culture that values inclusivity, open communication, and professional development.

### Job Description:

As a Staff Associate at SJLD, you will play a crucial role in providing tailored financial and tax solutions to our clients. Your responsibilities will include preparing complex business and personal tax returns, offering consulting services on a range of tax and accounting matters, and performing compilation, review, or audit work as needed. This position requires the ability to work independently, meet deadlines, and maintain a high level of attention to detail. You will have the opportunity to develop innovative work methods and provide exceptional customer service to our clients.

### Key Responsibilities:

Preparation of complex business and personal tax returns

Consulting on various tax and accounting issues

Occasional compilation, review, or audit work

Utilization of professional tax software, including Ultra Tax

Adherence to professional standards of attest work

Proficiency with technology and software programs such as QuickBooks, Adobe, and Office 365

Learning and adapting to new programs and technologies quickly

Interaction with clients by phone and email, with excellent communication skills

Translating complex financial information into understandable language for clients

**Qualifications:**

Bachelor's degree in accounting (advanced degree is a plus)

CPA or candidate

2+ years of general tax experience preferred

Experience with QuickBooks and other small business accounting software

Experience as a controller or bookkeeper for a small business is a significant advantage

Tax preparation and consulting experience with various entities (C Corps, S Corps, Partnerships, LLC's, Individuals, and Nonprofits)

Excellent research and project management skills

Strong interpersonal and customer service skills

Strong attention to detail

**Ideal Candidate Attributes:**

Ability to manage multiple tasks and data effectively

Proactive self-starter

Willingness to pursue ongoing professional development

High integrity and honesty

Sense of humor

Strong work ethic

Open-minded and inclusive

Gracious and friendly

**What You Will Deliver:**

Solutions: Solve client needs with your problem-solving skills

Motivation: Encourage individuals to improve their financial future

Peace of Mind: Earn the trust of clients with integrity, accountability, and effective time and data management

**Impact You Can Make:**

Bring new ideas from your ongoing professional development back to the organization

Sustain and enhance our positive company culture

Contribute to shaping our company strategy by providing honest and constructive feedback

**Benefits:**

401(k)

401(k) matching

Health insurance

Dental insurance

Vision insurance

Life insurance

Paid time off

Bonus compensation

If you are a motivated, detail-oriented individual with a passion for solving financial challenges and delivering exceptional client service, we encourage you to apply for the Staff Associate position at SJLD.